



**Position:** Sales / Purchase Co-ordinator  
**Division:** Sugar Machinery Division  
**Location:** Andheri (East), Mumbai (Maharashtra)  
**Experience:** 1-3 years  
**Qualification:** Graduate in any discipline

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 22 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Delhi, Ahmednagar and Chennai. Shrijee is represented overseas by local partners in many countries. Shrijee has four fully equipped manufacturing facilities located in the western and southern parts of India.

Shrijee also offers solar structures, sugarcane farming equipment, heavy fabrication, wind-powered exhaust fans and engineering spares. We have more than 100 people in our team, including 29 engineers and 15 MBAs. In addition to these, at any given time, we usually have 150-250 people working on our sites in India & overseas.

We are looking for a Sales / Purchase Co-ordinator for our Mumbai office. The Sales / Purchase Co-ordinator will report to the Supply Chain Head.

**Responsibilities include:**

1. Getting enquiries from client.
2. Getting offer from supplier.
3. Preparation of Quotation for client and submitting the same.
4. Preparation of purchase order for supplier.
5. Follow up with supplier for on time delivery.
6. Supplier's invoice validation and getting all necessary documents for commercial/export formalities.
7. Maintain the database for all commercial transaction.
8. Business data analysis & MIS generation.
9. Assisting the Supply Chain Head for Business Reports preparation.

**We are looking for:**

1. Good knowledge of sugar process house machinery will be appreciated.
2. Strong experience of project co-ordination.
3. Computer skills (Tally, MS Excel, MS Outlook & MS Word).
4. 1-2 years of Relevant Experience.
5. Good presentation skills, Team spirit, Good work ethic.
6. High integrity (we will do a thorough background check).

Salary offered will be competitive. We offer a professional work environment. Please see our website for details about us: [www.shrijee.com](http://www.shrijee.com)

If interested, please send resume and cover letter to:

**Shrijee Group**

A-504, Dynasty Business Park,  
Andheri-Kurla Road, Andheri (East),  
Mumbai - 400059.

Phone: + 91- 22 -4050 1000

E-mail: [careers@shrijee.com](mailto:careers@shrijee.com) & [sbs1@shrijee.com](mailto:sbs1@shrijee.com)

In case of e-mail applications, please put "Sales / Purchase Co-ordinator" in the subject line.

**Shrijee Group**

**Sugar Projects**

**Wind Ventilators**

**Spares**

**Cane Crop Solutions**