

Advt- OS-A/110/2022

1.12.2022

WALK- IN – INTERVIEW FOR
Assistant Purchase Officer
(On Outsourced contract Basis)

An Outsourced Contractor for Manpower Services, looking for Assistant Purchase Officer to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

Asst Purchase Officer

ESSENTIAL QUALIFICATION & EXPERIENCE Graduate from a recognized university with Post graduate degree / Masters in any field / Diploma in Material Management from a reputed institution. The candidate should have 2 years of relevant experience. The candidate should be well versed in procurement process consisting of preparing Tender Documents (Both e-Tenders and Manual Tenders), co-ordinating pre-bid meetings, opening of Tenders, preparing initial comparative statements, placement of Purchase Orders, post PO follow-up, Import clearance etc. Candidates well versed with Government procurement procedures will be preferred.

Age : Upto 35 years (may be relaxed on experience basis)

CONSOLIDATED SALARY: ₹ 25,000/- p.m. and above as per experience

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Monday, 12th December, 2022 at 3rd floor, Meeting Room I, Khanolkar Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

Reporting Time: 10.00 a.m. to 10.30 a.m.

Sd/-
Supervisor