

JOB CODE: TBOO1

PROCUREMENT OFFICERS - F&V / FMCG / FMCD

Job Description:

- Develop and implement the overall procurement strategy such that maximum possible price is obtain from the market
- Monitor day-to-day prices and discount offers
- Provide regular feedback, constructive approach in procurement strategies and timely performance and advance strategies optimising budget and pricing
- Listen to customers' feedback and respond to their complaints politely to ensure good reputation
- Create reports and presentations for senior management

Candidate Profile:

- Bachelor's Degree in Business Administration (BBA), or related field (B. Com, etc.)
- 7+ years of retail procurement management experience
- Demonstrated ability to work effectively with budgets
- Basic computer skills in Excel, ERP, etc.
- Strong network of procurement agencies and location wise vendor management
- Great communication, interpersonal, and organizational skills
- Fluency in English and Telugu and in Regional Language
- A pleasant, friendly, and positive attitude and willing to travel extensively
- 2-3 years of experience in retail sales
- Basic understanding of Hindi
- Experience with social media marketing and promotions