

POSITION

**PROCUREMENT MANAGER**

DURATION

**FULL TIME**

LOCATION

**PUNE- MAHARASHTRA****ABOUT US**

Knoxed Infotech has zeal and expertise in technology and innovation to make your dreams a reality. We are an ISO-TUV certified company with experience in the market of over 10 years. The following are some of the services we provide:

1. IT Services and solutions
2. Custom Software Development
3. Customer Support
4. Graphics

We also support Clients based in the UK and Germany through our dedicated departments as follows:

1. Procurement
2. Sales
3. Human Resources

We have our office locations in the UK, Germany and China. We believe in and support diversity. Our teams come from different Geographical locations within India and we believe that adds richness to our skill sets and knowledge. Our products are supplied to big-name brands and have been featured in the famous international magazine, having received an excellent five-star rating. We have, over the years remained committed to providing our clients with quality, customized service and it is this business model that has allowed us to expand and grow.

**KNOXED TRAININGS**

At Knoxed Infotech, we believe in our staff potential and aim to support all staff and develop their skills through comprehensive training and development programs. In line with this, we are providing a training facility to employees like Department training and business skills development training. For this purpose, the company is investing over **Rs. 2,00,000** and believes that enhancing staff skill sets will prove to be mutually beneficial in the longer run.

**KNOXED TRAINING DETAILS**

- PDCA (Plan-Do-Check-Act)
- 5W 1H (Who, What, When, Where, Why, and How)
- Quality Module - Think before you act
- Knoxed Document Process
- Thinking in colour
- Myers Briggs
- Learning to delegate
- Professionalism
- SMART methodology
- Meeting and Agenda structure

## KEY AREAS OF RESPONSIBILITY

- Managerial skills - Responsible for team performance and KPI, assessing team skills, highlighting (and suggesting improvements for) employee strengths and weaknesses.
- Responsible for daily/weekly meetings with the Procurement Director.
- Continuously monitoring, evaluating and improving supplier performance.
- Developing, maintaining and timely revising of purchase policy in alignment with an organisation's goals.
- Developing and implementing profitable sourcing strategies.
- Building and managing the business relationship with suppliers, resolving claims, disputes with them, contracting with them, liaise with them for timely and quality delivery, research for new suppliers.
- Maintains a record of orders placed and material received, getting them checked against specifications given in the contract.
- Preparing tender documentation, involved in writing up contracts and terms of sales.
- Responsible for order placement timing, supply-demand alignment, material replenishment and supplier performance.
- Continuously monitor and analyse supplier performance.
- Preparing tender documentation, involved in writing up contracts and terms of sales.

## EXPERIENCE AND SKILLS REQUIRED

- Relevant experience preferred more than 3 years
- Dealing with suppliers, Negotiation, Purchase Order, relationship management
- Good communication skills
- Excellent knowledge of MS office and office management
- Managerial skills (Responsible for team performance)

**SALARY: RS. ₹24,000.00 TO ₹27,000.00 /MONTH (DEPENDING ON THE LEVEL OF SKILLS)**



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