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Location	Pune Maharashtra
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Position	Procurement Officer
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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 Infotech, Building 208, Office No 604, 6th Floor, Mariegold, Survey No 15, Viman Nagar,
Pune, Maharashtra 411014.



Knoxed Training:

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 color
- Myers Briggs
- Learning to delegate
- Professionalism
- SMART methodology
- Meeting and Agenda structure

Key Areas of responsibilities:

- AutoCAD knowledge.
- 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.
- Resolves shipments in error with suppliers.
- 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.

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Experience and Skills required:

- Relevant experience preferred more than 1 year in procurement / purchase
- Excellent knowledge of advanced MS office and google sheets and office management including **good knowledge of few formulae like COUNTIF, Comparison, Highlighting double listed items, Applying Filters, VLookup, HLookup is must.**
- Well versed in dealing with suppliers, negotiation, purchase order, relationship management
- Good communication skills

SALARY: ₹18000 TO ₹21000 /MONTH (DEPENDING ON THE LEVEL OF SKILLS)



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