

MSK Consultants and Engineers (P) Ltd



Buyer/Purchasing Coordinator

Hyderabad

Experience: 0-2 Years

Number of positions Available: 1 nos

About us:

We are a consultant and Engineering Company for many foreign and Indian contractors and are based in Hyderabad. One Division/Department of our company takes up Purchase for construction projects. We encourage new and young talent with fresh ideas topped up with Software knowledge.

Requirement:

Actively seeking a professional Purchase executive with 0-2 years' experience with a background in housing sector preferably with main contractor.

You:

Skills Required:

The role of the Purchase Executive is to obtain and evaluate information from realistic take-offs for the supply of works, goods, materials and services for a number of designated projects /contracts.

Job Timings: 12.30 Pm- 10Pm (Mon- Fri)

Main Responsibilities:

- Manage requests from Project site and sorting it for timely delivery of materials as requested
- Maintain schedule of material that are to be delivered or already delivered on site
- Maintain list of orders and to keep track with records
- Liaising with suppliers on a daily basis and negotiating for best prices
- Working to tight deadlines and ordering construction products such as foundation products, joinery, plumbing, electrical items
- Handling day-to-day enquiries from suppliers
- Updating requirements on a daily basis, cancelling products as the need arises
- Double checking all products are of a high standard, checking stock in
- Carrying out other work in the department on a daily basis
- Coordinate with all departments for Periodic payments, purchases and billing.
- Multi-tasking, self-motivated, energetic team player with a flexible and adaptable approach to work.
- Knowledge in Dry lining and rendering (Would be an advantage)
- Software Knowledge is a must with basic understanding of MS Office, PDF Pro

Personal Attributes:

- Smart and professional appearance.
- We Encourage Fresh Minds with **exceptional English speaking and writing skills.**
- Strong Negotiation Skills
- Customer focused.
- Communicator & motivator with ability to communicate across all levels of seniority from the workforce through to Senior Management level.
- 'Can do' attitude to work
- UK,USA experience (would be an advantage)

We:

- Are a young organization and the workplace is an extension of our families back home.
- Mondays and Fridays have the same effect on us.
- Value positive vibes, honesty, sense of judgement, empathy and self-motivation.
- Are looking for driven and focused individuals.
- We are India's only PMO(Project Management office) on Cloud
- We have a team who is very experienced with high-scalability engineering.
- Believe in experimentation and don't think of new things as daunting enough to take up at any point in time.
- It is guaranteed to be a great learning experience for you.
- Will be more than happy to hear from you.

Compensation:

Depends on Experience and will be decided upon placement (Range- 1.8 L to 2.5 L CTC)

Apply:

Please forward all Resumes (in a professional manner, interested candidates only) with a cover letter to mскеpl@gmail.com