

S.S. JAIN SUBODH P.G. (AUTONOMOUS) COLLEGE, JAIPUR

CAMPUS DRIVE: GRAVITA INDIA LIMITED

Date: 02/03/2020

Drive Date: 04/03/2020

Time: 10:00 A.M.

Venue: MBA Block Seminar Hall


Website: www.gravitaindia.com

Job Title	:	Field Procurement Executive, Business Deveopment Executive
Company	:	Gravita India Limited
Location	:	Africa
Key Responsibilities	:	<ul style="list-style-type: none">Responsible for purchase of Raw materials and consumables locally.Liaisoning with Govt. & Non Govt. agencies, pollution and other statutory agencies as per law of land.To continously work upon the cost optimization as per the business plan.Responsible for the quality of raw materials procured and recovery of quality & quality claims from the vendor.Understand the production requirements, recieving and evaluating quotations, negotiations, placing orders, follow-up for on time delivery and pending orders from suppliers.Recieving materials and arrange for inspection, supervise material handling, its storage.Development of new vendor and their periodic review and vendor assesment.Preparation of daily/weekly/monthly MIS reports as required by management.
Other Responsibilities	:	<ul style="list-style-type: none">Required frequent travelling (local, within the designated country only)
Package	:	<ul style="list-style-type: none">3.5 with Incentives
Qualification	:	<ul style="list-style-type: none">BBA/ B.Com (Final Year)M.Com/M.Sc (Chemistry) (Previous, Final Year)
Additional Skills	:	<ul style="list-style-type: none">Excellent Negotiation skills.Excellent communication, presentation skill, inter-personal and team-management skills.
Other Requisites	:	<ul style="list-style-type: none">Knowledge of French or English is mustValid Passport.
Interview Process	:	<ul style="list-style-type: none">Group Discussion and Personal Interview

Please Carry a Copy of Resume along with Passport Size Photograph.

For more details Kindly Contact
Ruchi Choudhary (Room No 111)

9782690086


(Prof. K.B. Sharma)
Principal