

<b>Role Name</b>	<b>Buyer- Engineering items, lab chemicals &amp; other misc. purchase.</b>
Role Description	Procurement of Materials.
Role purpose	To ensure procurement of Indented Material as per required specification, on right cost in required time period.
Document created by	
Responsibilities Heads	<b>KRA (Key Result Areas)</b>
Procurement function	Float enquiry, comparasion of price & specification / quality as per requirement, Preparing Purchase order
	Follow up with supplier / transporter for timely supply of material.
	To identify items of repeated type / OEM and making ARC on pricelist with authorized dealer / distributor.
	To find alternative sources and vendor development to optimize the procurement cost,quality and delivery.
Customer Satisfaction	To provide material and services as per required specification on time.
	Review & update status of Purchase requisitions to users department.
	Ensure timely booking of GRN / Accounting & payment follow up as per credit term.
	Timely information to supplier regarding material rejection / any other issue related to documentation and resolve to ensure complete purchasing cycle.
Reporting	To generate pending PR & Pending PO report on define freuency & mail to reporting manager
	To generate pending GRN & pending rejection report & mail to reporting manager on of every 15 days interval
	To generate MIS regarding development & improvement work done during month (new vendor development / new ARC / Cost saving / payment term improvement)
Improvement	To find alternative sources and reduce the procurement cost, lead time, increase inventory turns, streamline work processes for the section, To follow the SOP's and standard documents.
Staffing / self development	To develop self -skill as per roles to discharge responsibility effectively and improve performance continuously.

**REQUIREMENTS**

Knowledge	Material Sourcing, Basic taxation, understanding of engineering specification & drawing, manufacturing process, Govt. policies,	Experience (Number of years)	2-4 years
Skills	Communication, Negotiation and Analytical skills	Qualification	

**INTERACTION**

Internal	Customers
All departments of the plant	