



**Trisdha Projects Limited, Plot
no-114, First Floor, Block
Pocket-8,
Sector-17, Dwarka, New
Delhi-110075
www.trisdha.com**

Urgent Staff requirement for Dwarka-Sector-17, Head office Location. (Railway Project candidate preferred)

Vacancy of Position Details as given below: -

Job Location: Dwarka Sector -17 Head office.

Post- Purchase Manager – 01

Education.

- **Bachelor's degree.**

Experience: 5-7Years.

CTC-Salary: Rs 40,000/- to Rs 50,000/- Per Month.

Scope of Work

- Develop and implement purchasing strategies and policies to ensure cost-effective procurement of goods and services.
- Lead and manage the purchasing team, providing guidance, training, and performance evaluations.
- Identify and evaluate potential suppliers, negotiate contracts, and establish long-term relationships to ensure a reliable supply chain.
- Monitor market trends, pricing, and supplier performance to identify opportunities for cost savings and process improvements.
- Collaborate with cross-functional teams, such as production, finance, and quality assurance, to ensure timely and accurate procurement of materials and services.
- Oversee the purchase order process, ensuring accuracy, compliance with company policies, and timely delivery of goods and services.
- Manage inventory levels and optimize stock levels to minimize carrying costs while meeting production demands.
- Conduct regular supplier performance reviews and implement corrective actions as necessary to maintain high-quality standards.
- Stay updated on industry regulations and best practices related to purchasing and supply chain management.
- Prepare and present reports, budgets, and forecasts related to purchasing activities to senior management.

**Note: Applicant send the resume to this Email id: career@trisdha.com|
WhatsApp: 9355403311 ON URGENT BASIS.**