

We are looking for Purchase Executive.

Interested candidate may share their profiles at [careers@cbsi-india.com](mailto:careers@cbsi-india.com)

<b>Purchase Executive</b>	
<b>Company Name</b>	Capital Record Center Pvt. Ltd.
<b>Total Requirement</b>	1
<b>Position</b>	Purchase Executive
<b>Department</b>	Procurement
<b>Location</b>	Rajouri Garden, Delhi
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain records of Material Requested, goods ordered and received.</li> <li>• Creation of Purchase order.</li> <li>• Tracking of Invoices</li> <li>• Track Vendor Payments</li> <li>• Source vendor for quality product at optimized rate and followups.</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>• Good Computer Knowledge.(Excel)</li> <li>• Able to prioritize the work</li> </ul>
<b>Experience</b>	1-2 Years
<b>Qualification</b>	Graduate