

About PEPL

We are India's Leading Energy Company, Clean and safe energy, the solar energy

Solar Energy – Today's resource for a brighter tomorrow!

Procurement Officer

We are looking to hire for a passionate solar Procurement Officer to join our growing solar installation company.

About the Role

We are looking for an astute procurement officer to oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality. The procurement officer's responsibilities include supervising staff, maintaining positive supplier relations, evaluating supply options, approving purchases, and maintaining accurate records.

To be successful as a procurement officer you should have an analytical mind and keep up with product and service trends. Ultimately, a top procurement officer should be able to negotiate well and ensure that all purchases comply with company standards.

What You'll Do

- Create and maintain relationships with vendors/suppliers.
- Estimate and establish budgets for purchases.
- Make professional decisions in a fast-paced environment.
- Review all vendors and suppliers.
- Maintain purchase records and other important data.
- Negotiate pricing and supply contracts.
- Develop plans for purchasing services, and supplies.
- Ensure that the products and supplies meet quality standards.
- Work with team members to complete duties as needed.
- Maintain and update a list of suppliers.

Nice to Haves

- High school diploma/GED.
- Degree in accounting, Business management or a similar field preferred.
- 2+ Years of experience as a procurement officer or in a similar position.
- Proficiency of Microsoft office and purchasing software.
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Supervisory and management experience.
- Attention to detail

Location: Indore.

Kindly share your resume on Shraddha.r@pickrenew.com