

| JOB DESCRIPTION | |
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| Position Title | Senior Executive - Purchase |
| Reports To | Manager - Purchase |
| Department | Purchase |
| Qualification | Any Graduate |
| Work Experience | 2- 4 years |
| Primary Duties | <p>Manage inventory levels at warehouses by monitoring stock movements, identifying slow-moving items, and implementing corrective actions.</p> <p>Oversee purchase vendor development through effective communication with suppliers to ensure timely delivery of high-quality materials.</p> <p>Develop strategies for supply chain management to optimize logistics costs and improve efficiency.</p> <p>Ensure efficient store operations by managing material receipt, storage, and dispatch processes.</p> |
| Secondary Duties | <p>Collaborate with cross-functional teams to resolve issues related to finished goods, inventory management, and warehouse operations.</p> <p>Prepare and maintain accurate purchasing records, reports, and documentation.</p> |
| Skills Required | <p>Strong negotiation and communication skills.</p> <p>Knowledge of industry trends and best practices in procurement.</p> <p>problem-solving abilities.</p> |
| Location | Thrissur/Kochi |
| Email ID | jobs@hykonindia.com |
| Contact | 85930 75050 |

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