
VACANCY FOR COMMERCIAL EXECUTIVE

Requirements for Commercial Executive

- ✓ Minimum 05 years of working experience required.
- ✓ B.Com / M.Com or equivalent Degree.

Responsibilities to be handled by Commercial Executive:

- ✓ Responsible & Ensure for maintaining a List of Approved Suppliers.
- ✓ Responsible for Purchasing of RM & Consumables.
- ✓ Responsible for evaluation and selection of suppliers for raw materials, packing materials, calibration.
- ✓ Selecting alternatives, Localization and optimizing materials including vendor development activities.
- ✓ Ensure promotion of customer requirements.
- ✓ Follow up with suppliers for registration & purchase activities.
- ✓ Manage Supplier performance and create action plans to address those that underperform.
- ✓ Responsible for implementation of Sales Strategies & Achieving of Sales Targets and monitoring progress of their achievement.
- ✓ Responsible for Price Negotiation with all customers.
- ✓ Responsible for ensure timely deliveries.
- ✓ Responsible for implementing procedures for amendment of orders and speedy communication of these to the related functions Responsible for execution of amendment.
- ✓ Maintain Records of Supplier performance rating.
- ✓ Ensure that to perform the supplier audit (if required).
- ✓ Revise the List of approved supplier as Supplier has been registered.
- ✓ Supplier evaluation and giving the grade.
- ✓ Issue the Approved Supplier list to Store I/c.