



# VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

## **RECRUITMENT**

**Applications are invited from the eligible candidates for the Post of Purchase Officer**

<b>Position</b>	<b>Qualification &amp; Experience</b>	<b>Required</b>
<b>PURCHASE OFFICER</b>	<ul style="list-style-type: none"><li>• Graduate - with minimum 2 yrs experience in Purchase and logistics. PG preferable,</li></ul>	<b>01</b>
<b>JOB DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Research potential vendors, Well aware of local vendors for quality products who able to quote competitive pricing and timely supply</li><li>• Compare and evaluate offers from suppliers</li><li>• Able to Negotiate terms and condition and pricing</li><li>• Track orders and ensure timely delivery</li><li>• Review quality of purchased products</li><li>• Enter order details (e.g. vendors, quantities, prices) into internal databases</li><li>• Maintain updated records of purchased products, delivery information and invoices</li><li>• Prepare reports on purchases, including cost analyses</li><li>• Monitor stock levels and place orders as needed</li><li>• Coordinate with store staff to ensure proper storage</li><li>• Attend trade shows and exhibitions to stay up-to-date with industry trends</li></ul>	

**Apply immediately with complete bio-data to the following address (or)  
by E-mail. On or Before 18.02.2024**

**The Registrar,**  
Vinayaka Mission's Research Foundation  
(Deemed to be University),  
Sankari Main Road (NH-47), Ariyanoor,  
Salem – 636 308. Tamilnadu. Ph: 04272529700  
E- mail: [registrar@vmu.edu.in](mailto:registrar@vmu.edu.in) & [hr@vmu.edu.in](mailto:hr@vmu.edu.in)