

# WORK FEATURES

JOB REF NO-REX 001

**Position:** - Purchase Co-ordinator

**Work Scope:** - Handling existing Suppliers (Local / International)

**Education:** - Graduate / Degree / Diploma in Mech. or Elect. Or handling Purchase.

**Experience:** - Min 2 Years

**Age:** - Above 25 years

**Expectations from candidate:** -

1. Should have basic knowledge of following items.

- Aluminium Ingot
- Stamping Component
- Cable
- SMD Components
- Copper Wire
- Corrugated Box (Packing Material)
- Shaft/ Sintered Bush/ Ball Bearings
- Fasteners (Screw /Nut)
- Miscellaneous items
- Engineering Plastic
- PCB

2. Independent Correspondence

3. Following up with the supplier

4. Working experience in engineering company will be preferable.

5. Should have knowledge of web browsing.

6. Should have learning skill

**\* We can also select person, having less education but have passion to learn & handle his job independently.**

**NOTE:** -

- Contact Person: - Darel Pereira (HR)
- Email Address: - [hr@rexnordindia.com](mailto:hr@rexnordindia.com)
- For Product details see Company web site: - [www.rexnordindia.com](http://www.rexnordindia.com)
- Working Location: - Rexnord Electronics & Controls Ltd.

Sagpada, Opp. Sagar Hotel, Kaman-Bhiwandi Road, Vasai (E), Dist-Palghar.

**\* Please bring the concern documents at the time of interview.**