

WORK FEATURES

JOB REF NO-REX 007

Position: - Purchase Co-ordinator (Import)

Education: - Degree / Diploma in Mechanical or Electrical.

Experience: - 5 Years of experience in Import Purchase

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. Basic Knowledge of Shipment, Cargo clearing & Forwarding, Sea shipment & Air shipment.
3. Basic knowledge of import documents for custom clearance.
4. Independent Correspondence
5. Raise Purchase order
6. Following up with the supplier regarding payment or enquiry
7. Should have experience in engineering company looking after import purchase not less than 10 Cr.

NOTE: -

- Contact Person: - Darel Pereira (HR)
- Email Address: - hr@rexnordindia.com
- Mobile No: - 9730895251
- For Product details see Company web site: - www.rexnordindia.com
- Working Location: - Rexnord Electronics & Controls Ltd.

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


22-12-18

DOCUMENTS REQUIRED:- At the time of Interview.

- Bio Data
- Educational Certificates
- Experience Certificates
- Latest Photograph
- Salary Expectations
- Reason for the leaving present job
- Location of Residence