

WORK FEATURES

JOB REF NO-REX 008

Position: - Purchase Co-ordinator (Local)

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. Independent Correspondence
3. Raise Purchase order
4. Following up with the supplier regarding payment or enquiry
5. Should have experience in engineering company looking after local purchase.

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.

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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