

We are looking for Purchase Executive.

Interested candidate may share their profiles at careers@cbsl-india.com

Purchase Executive	
Company Name	Capital Record Center Pvt. Ltd.
Total Requirement	1
Position	Purchase Executive
Department	Procurement
Location	Rajouri Garden, Delhi
Roles & Responsibilities	<ul style="list-style-type: none"> • Maintain records of Material Requested, goods ordered and received. • Creation of Purchase order. • Tracking of Invoices • Track Vendor Payments • Source vendor for quality product at optimized rate and followups.
Mandatory Skills	<ul style="list-style-type: none"> • Good Computer Knowledge.(Excel) • Able to prioritize the work
Experience	1-2 Years
Qualification	Graduate