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Airtel Recruitment 2023 – 2+Years Experience Required – Purchasing Staff Post

Hiring organization
Airtel

Job Location

India
Remote work from: India

Date posted
May 6, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 21,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Airtel Recruitment 2023

The Purchasing Staff is responsible for purchasing materials and supplies necessary for the operation of the company in an efficient and cost-effective manner.

Airtel Jobs Near Me

They also develop and maintain procedures to ensure efficient and cost-effective procurement.

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Airtel Jobs Careers

The Purchasing Staff will process purchase orders, review and authorize invoices, and maintain files and records of purchases.

Responsibilities:-

- Process purchase orders, review and authorize invoices, and maintain files and records of purchases
- Verify that goods or services ordered are correct and match purchase order specifications

- Compare prices with quotes or bids from vendors to ensure the best value is obtained
- Resolve any discrepancies with suppliers
- Prepare reports on purchasing activity

Qualifications:-

- High school diploma or equivalent
- Minimum of one year of experience in purchasing or related field

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