

**WE ARE
HIRING**

Join Our Team!



Purchase Officer



Qualification: Bachelors / Masters Degree from HEC Recognized University.

Experience: Minimum 03-04 years experience in similar position with a large manufacturing preferably of Textile sector and minimum total experience of 10 years.

Location: Raiwind, Lahore

Overview:

We are seeking a highly skilled and experienced Purchase Officer to oversee the procurement functions. The Purchase Officer will play a pivotal role in procuring high-quality materials and services essential for the manufacturing process in the our industry. This role involves strategic sourcing, supplier relationship management, and ensuring timely procurement to support production schedules.

Job Description:

- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.
- Forecast price and market trends to identify changes of balance in buyer-supplier power.
- Work with team members, supervisors, and purchasing manager to develop future purchasing plans and source potential relationships with vendors, negotiate prices and contracts with suppliers.
- Schedule deliveries and ensures timely fulfillment of orders.
- Collaborate with other departments and leadership to identify and develop needs and requirements for equipment, materials, products, and acceptable substitutions.
- Assess current material availability; reasonably predicts future availability based on the market, delivery systems, and other variables
- Research and evaluate vendors to compare pricing and services. Ensure quality of procured items and address problems when they arise.
- Stay current with purchasing technology trends and oversee purchase and implementation, as necessary.

Send your resume at career@mastertex.com
& mention position in subject line up till **11th December, 2023.**