

WEBFIL LIMITED

Recruitment Advertisement

WEBFIL Limited is a Multi-Divisional Manufacturing and Service providing company in India and Group Company of Andrew Yule & Company Limited (a Public Sector Enterprise) is looking for committed, promising and result oriented candidate for the following positions:

Job Title:

1. **Officer (Store)**
2. **Officer (Purchase)**

Vacant position – Two post.

Minimum Qualification:

Any Graduate preferably engineering background + Post graduate diploma/degree in Material Management/Supply Chain & Logistic Management or equivalent.

Experience:

1-3 years relevant experience. However, the same may be relaxed for the deserving candidates.

Job Responsibility:

Day to day purchase function of Company, interaction with the Vendors, preparation of necessary orders & MIS, handling of Audits, analysis of reports of Internal Auditors, coordinating with other statutory authorities.

KSA (Knowledge, Skill and ability) requirement for the position:

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage

Age: Maximum 30 years as on 01.08.2021

Location: Registered Office

Remuneration:

Rs.632772/- (Six Lakh Thirty Two Thousand Seven Hundred Seventy Two Only) per annum approximately.

The incumbent candidate will get the benefit of Provident Fund, Gratuity, Leave Encashment and Medical Reimbursement.

Other conditions:

- i) While applying the candidates should apply only in the format enclosed. Application received in any other format will be rejected. Photo copy of relevant supporting document should not be enclosed with application.
- ii) The candidates meeting the eligibility criteria need only apply. The candidates will be required to produce the original documents in support of qualification, experience and age at the time of interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
- iii) The candidates working with Govt. Departments, Statutory Corporations, Public Sector Enterprises should apply strictly through proper channel and enclose a 'No Objection Certificate' while sending the Application. The 'No Objection Certificate' may also be produced during the interview, if not enclosed with the Application. Candidates unable to produce 'No Objection Certificate' at the time of interview will not be allowed to appear in the interview.
- iv) Submission of wrong / incorrect/ false information about age, qualification and experience will call for summarily rejection of the application.
- v) Canvassing in any form will be treated as a disqualification.
- vi) The Company will have no responsibility in regard to postal delay and no request will be entertained for change in the date of interview. Application received after the due date will be rejected.
- vii) Selection of candidates will be through interview/any other pedagogy.
- viii) Experience, age relaxation and higher salary may be considered for deserving candidates.
- ix) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- x) The Company reserves the right to relax (enhance) the maximum age limit for outstanding candidates depending on the need.
- xi) No TA /DA will be paid for attending the interview.

Hence, you are hereby fervently requested to send us the C.Vs of the eligible and interested candidates to the following e-mail ids as stated below

1. probhunathroy@gmail.com
2. jyoti.dhar@rediffmail.com