

Procurement Analyst || Kolkata

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Company: 2coms

Location: India

Category: business-and-financial-operations

Job Description

JD:

Currently we are looking for **Procurement Analyst 1 (Location : Kolkata)**

The Procurement Analyst is responsible for providing a department(s) with accurate and timely information needed to effectively source and procure goods and services. This position leverage the company's ERP system to track spend benefits associated with sourcing efforts and support cost forecasts.

What you will be doing

Assist with administering corporate agreements and modifications to procure services of low to moderate dollar value and complexity

Assist with executing procurement operation related tasks within the company's ERP and Sourcing systems including vendor management, asset management and forecasting tools

Improve the quality and availability of procurement data for the business

Work closely with stakeholders to maintain consistency in cost information

Assist with maintaining the company's ERP and Sourcing processes used to track spending activity, current projects and savings associated with individual sourcing

programs

Support the assessment of new sourcing opportunities by evaluating new products or services, reducing the supplier base, or optimizing existing purchasing practices

Review and close work orders that have been fully invoiced and fully receipted

Requirements

What will make you successful

Bachelor's Degree or equivalent relevant experience

1+ years of experience in related field

Proficient in Microsoft Office applications

Familiarity with common ERP systems and practices

Oral and written communication skills that demonstrate a professional demeanor and the ability to interact with others with discretion and tact

Collaborative skills, applied successfully within team as well as with other areas

Critical thinking and problem solving skills

Organized and experienced at successfully multi-tasking

Ability to operate at the highest level of integrity, professionalism, and forthrightness

Understanding of basic accounting principles

Business and technology acumen

Up to 5% travel time required

Or an equivalent combination of education and experience sufficient to successfully perform the principal duties of the job

Benefits

Immediate Joining

Salary upto 24k ctc

Requirements

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