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| Designation | **Executive - Purchase** |
| Location | Chennai |

**JOB DESCRIPTION**

* Would be responsible for up keeping all the purchase related documents.
* Would be responsible for submitting the documents to auditors and coordinate.
* Would be responsible for entering data in ERP and systemizing all the purchase related activities.
* Would be responsible for updating the existing system as per the developments and requirements.
* Would be responsible for maintaining records of DC, invoice all the materials and processing them for further processes.
* Would be responsible for submitting regular reports.
* Would also be responsible for maintaining and updating all material related records in prescribed formats.
* Would be responsible for tracking deliveries.
* Would be responsible for issuing exit pass/permit for materials if required.

**Job Location**: Aurum|Pacifica companies |Rajiv Gandhi Salai (Old Mahabalipuram Road)|Padur| Chennai-603103

**Education qualification**: Any graduate from reputed institute

**Experience**: minimum 2-3 years of Experience into Real estate project purchase.

**Salary**: best in industry

**HR contact details**: Mr. Kushan Pandya, Sr. Manager – Human Capital

Email id: kpandya@pacificacompanies.com

**Company websites**: [www.pacificacompanies.co.in](http://www.pacificacompanies.co.in/) | [www.pacificacompanies.com](http://www.pacificacompanies.com/) |[www.pacificahost.com](http://www.pacificahost.com/) |[www.pacificaseniorliving.com](http://www.pacificaseniorliving.com/)

**Corporate Profile:**

<http://www.pacificacompanies.co.in/public/wp/corporate-profile/mobile/html5forpc.html>