

## **Job Description**

Global Vectra Helicorp Limited is the largest private Helicopter Company in India, providing seamless, safe and accident free helicopter services for almost two decades. The spectrum of operations of the Company encompasses support to India's Offshore Oil & Gas industry, Onshore operations for State governments (VVIP flying), election flying, heli pilgrimage and much more.

The Company is listed both on the National Stock Exchange and the Bombay Stock Exchange.

**Brief Summary of the job:** GVHL is looking for a Procurement Executive with good negotiation and vendor management skills.

**Designation:** Jr. Procurement Executive

**Location:** Juhu Airport, Vileparle, Mumbai

**Reporting To:** Sr. Manager-Procurement & logistics

### **Role & Responsibilities: -**

- Responsible to source, negotiate and purchase materials from both local and overseas vendors
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required.
- Monitor daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.
- Resolve supply, quality, service and invoicing issues with vendors.
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met.
- Undertake any other ad-hoc duties as assigned.

### **Requirements:-**

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|--------------------------|--|
| <b>Education</b>         | Graduate (Engineering background)                                  |
| <b>Experience</b>        | 2-4 years of experience in Aviation industry                       |
| <b>Computer Literacy</b> | Proficient in use of MS Office Applications (Words, Excel) and ERP |

### **Additional Requirements:-**

- Should have an engineering background.
- Working knowledge of sourcing and procurement
- Knowledge of Supply Chain Management
- Good negotiation skills.
- Working knowledge on excel.
- Working knowledge on basic SAP will be added advantage.