WORK VAPOR

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PURCHASE ASSISTANT

HIRING ORGANIZATION

Executive Ship Management

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Mumbai, NIL, Mumbai, Maharashtra, India

BASE SALARY

INR 18,000 - INR 30,000

DESCRIPTION

Executive Ship Management (ESM) is a preferred partner of discerning ship owners & industry leaders like Oil Majors BP & Trading giants. The company is committed to uncompromising quality, standards, and professionalism, creating shared value additions for stakeholders in a sustainable way. ESM's World Class Maritime Institute, Samundra Institute of Maritime Studies (SIMS), ensures ships are professionally managed by specially trained Officers & Crew.

Role Description

This is a full-time on-site role for a Purchase Assistant at Executive Ship Management located in Mumbai. The Purchase Assistant will be responsible for managing purchasing processes, creating purchase orders, facilitating communication, and supporting procurement activities on a day-to-day basis.

Qualifications

- Purchasing Processes and Purchase Orders skills
- Communication skills
- Procurement expertise
- Experience in purchasing and procurement roles
- Attention to detail and organizational skills
- Ability to work effectively in a team environment
- Knowledge of shipping industry procurement practices is a plus
- Bachelor's degree in Business Administration or related field