

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/purchase-and-dispatch-manager/>

## HIRING ORGANIZATION

Bassi Gasses

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

Dera Bassi, India

## DATE POSTED

? March 24, 2026

# PURCHASE AND DISPATCH MANAGER

## BASE SALARY

INR 10000 - INR 20000

## DESCRIPTION

**Job Role:** Office Manager  
Handle daily office work and manage purchase and dispatch tasks smoothly.

**Organization:** Bassi Gasses  
**Location:** Dera Bassi  
**Employment Type:** Full-time  
**Salary:** ?10,000 – ?20,000 per month  
**Experience:** Experienced candidates preferred  
**Qualification:** Graduate (preferred)  
**Contact:** Call/WhatsApp – +91 8198830084

### About the Company

Bassi Gasses is a growing company based in Dera Bassi. It provides quality products and reliable services to different industries and is expanding its operations steadily.

### Job Overview

This role is perfect for someone who is organized and responsible. You will manage office work, coordinate with vendors, and ensure smooth daily operations.

### Key Responsibilities & Role Details

- Manage office activities and coordinate purchase and dispatch work
- Handle vendor communication and order processing
- Maintain inventory and track stock levels
- Supervise daily office operations
- Coordinate with suppliers and transport teams
- Keep proper records and documentation
- Support management with reports

### **Eligibility & Skills Required**

- Experience in office management or similar role
- Good communication and coordination skills
- Basic knowledge of inventory and dispatch
- MS Office and computer knowledge
- Ability to work independently

### **Extra Advantage**

- Experience in industrial, safety, or gas-related business

### **Perks & Benefits**

- Competitive salary based on experience
- Growth opportunities
- Supportive work environment

### **How to Apply**

Interested candidates can call or WhatsApp directly to apply.

You can send your resume to the given email/phone/WhatsApp.

Phone/WhatsApp: +91 8198830084