



BTL India

BTL India is looking for a **Junior Purchase Engineer** to support the Supply chain related activities for Design and Development of medical devices. This role will be supporting R&D projects to fulfill their prototyping needs.

ROLES AND RESPONSIBILITIES

As part of the Purchasing team, should be able to perform following (but not limited to) duties to support the team's goals:

- Handle the end-to-end PO processing, from RFQ to material receipt & invoice processing
- Purchase BOM handling – Track till receiving the last item
- Engage in Supplier communication as per project enquiries
- Import handling – Customs clearance, duty payment processing, material delivery
- Export handling – Export document preparation, dispatch & track till delivery
- Import & export handling within related companies
- Keep track of each & every enquiry from project teams till closure

ESSENTIAL QUALIFICATION AND EXPERIENCE

QUALIFICATION:

- Engineering Degree or equivalent degree with 2-4 years of experience in Purchase/Supply chain management

TECHNICAL COMPETENCY: (ESSENTIALS)

- Sound knowledge on the PO processing workflow
- Basic Understanding about GST norms, rates, GST returns filing for domestic payments
- Basic Knowledge on Indian customs regulations related to imports & exports
- Should be able to derive/verify the HSN code/CTH# of imported goods
- Good written and verbal communication skills
- Good knowledge on working with MS office tools like, Excel, word, PPT

BEHAVIOURAL COMPETENCY:

- Fire in the Belly - Passion for success and being proactive
- Teamwork - Flexible, hands-on and willing to learn
- Good team player with good collaboration skill

ADDITIONAL QUALIFICATION AND EXPERIENCE (DESIRABLES)

- Preferred, good to have knowledge on Electronics & mechanical engineering components
- Knowledge about checking/ordering on E-shops/web shops
- Basic understanding about Overseas payment processing