

HCK Solar Energy Ltd.

1. Manager / Assistant Manager – Purchase

Vacancy – 01

Location – Kolkata

Desired Experience & Qualification:

- Bachelor's Degree / Diploma in Supply Chain Management, Business Administration, Engineering, or related field.
- 3 - 6 years of experience in procurement, supply chain management, or purchasing, preferably in the solar energy or construction industry.
- Strong technical knowledge of solar systems and components.

Key Responsibilities:

- Identify and evaluate suppliers/vendors for solar system components, equipment, and services.
- Negotiate pricing, terms, and contracts with suppliers to ensure cost-effective procurement of materials and services.
- Develop and maintain strong relationships with suppliers/vendors to ensure timely delivery and quality of goods and services.
- Keep track of industry pricing trends and formulate plans of action.
- Implement and enforce purchasing processes and inventory control.
- Analyze price proposals, financial reports, and other information to determine reasonable prices.
- Maintain and review records of items bought, costs, deliveries, product performance, and inventories.
- Review orders for bill of materials for projects and advice of potential savings to Project Manager.
- Track and expedite orders and investigate order problems as required.
- Maintain serial number tracker by project wise.
- Maintain all purchasing records and documents and work with accounting to resolve invoice discrepancies.
- Understands project scope, scheduling, priority milestones, and coordination procedures.
- Coordinates and cooperates with Sales & Project Managers to ensure expedient exchange of information needed to complete each project milestone.
- Manages procurement POs, supply agreements, and delivery schedules.
- Manage the start-up process for new suppliers and maintain good relations with existing suppliers.

If your profile matches to our above requirement and you feel interested, please share your updated Resume at [**hrd@hcksolar.com**](mailto:hrd@hcksolar.com)

You can reach us at [**9163329536**](tel:9163329536) / [**8100765825**](tel:8100765825) for any further query.