

# PCK AGRI VENTURES PVT.LTD.

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GST : 23AALCP0726G1ZN

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## Job Openings

### Job description: -

- Company for this job – PCK Agri Ventures PVT.LTD.
- Designation – **Purchase Executive**
- Work Location – Remote
- Experience – 2 to 3 years' experience in related field
- Education – Bachelor's Preferred
- Job Type – Full-time
- Salary – 3.50 LPA to 4.0 LPA (Negotiable, Depends on interview)
- Ability to speak and write English
- Ability to travel around the regions
- Good negotiations & Communication skills

### Responsibilities and Duties

A Purchase Executive in a spices company plays a crucial role in ensuring the efficient procurement of raw materials, spices, and other supplies necessary for the production process. The responsibilities of a Purchase Executive in a spices company may include:

1. Identify and evaluate potential suppliers for spices and raw materials. Negotiate terms and conditions with suppliers to secure advantageous agreements.
2. Establish and maintain strong relationships with key suppliers.
3. Source high-quality spices and raw materials at competitive prices.
4. Coordinate with various suppliers to ensure a steady and timely supply of materials.
5. Monitor market trends and prices to make informed purchasing decisions.
6. Collaborate with the quality control team to establish and maintain quality standards for spices and raw materials.
7. Ensure that suppliers meet or exceed quality requirements.
8. Implement cost-effective strategies without compromising quality. Analyse and compare supplier prices to optimize costs. Look for opportunities to reduce costs through negotiation and process improvement.
9. Maintain optimal inventory levels to avoid stock outs or overstock situations.
10. Implement inventory control measures to minimize wastage and obsolescence.
11. Maintain accurate records of purchases, pricing, and deliveries.
12. Collaborate with internal stakeholders, including production, quality control, and finance teams.
13. Communicate effectively with suppliers to address issues and build strong relationships.
14. Stay informed about market trends, new products, and innovations in the spices industry. Conduct regular market research to identify new suppliers and potential cost savings.

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Unit -1 : 373/1/1/3K, Village Badiya Ki Maa, Nemawar Road, Tehsil & Dist Indore – 452016 (M.P.)  
Unit – 2 : 262/1, 266/2, 261/1/2, 262/2/2, Village Asrawad Bujurg, Tehsil & Dist Indore – 452016 (M.P.)  
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