



Department: Procurement

JobTitle: Purchase Officer

The Company:

Kavveri Telecom Products is a global company selling RF products and solutions. We sell internationally. Target customer segments include Wireless Service Providers, Private Enterprise and Government organizations, affiliated Resellers and Systems Integrators selling into these segments.

Job Duties:

- Materials Management, Inventory control & Logistics.
- RFQ floating and comparison with reference to purchase request.
- Preparing the PO & JO with reference to approved quotation.
- BOM & Freight cost reduction.
- Getting cost approval from accounts.
- Tracking the open PO & JO.
- Vendor development for materials & logistics.
- Materials planning to support production for on time delivery.
- Coordinating between vendors and accounts for the priority of payment.
- Coordinating with QA, Stores & Production.
- Coordinating with accounts for product costing.
- Coordinating with forwarders & Customs agents for the on time delivery.
- Plan minimum stock level & long lead items.

Preferred locations:

Kemptville, Canada

We are looking for a Purchase officer with minimum of 4 to 5 years experience in electronic / Mechanical industry to take care of North America Purchase activity.