

Updated on 31/03/2026

Job Title: Purchase Executive

Location: Mumbai

Reporting To: Purchase Manager

Experience: 2–5 years

A. Role Overview

We are hiring a **Purchase Executive** to support **import & domestic purchases** through execution, documentation follow-ups, and coordination with suppliers, CHA, and internal teams. This is a **hands-on execution role**, not a negotiation or sourcing position.

B. Key Responsibilities

1. Prepare and track purchase orders and proforma invoices
2. Coordinate import documentation and shipment follow-ups
3. Liaise with CHA and freight forwarders
4. Maintain accurate import trackers
5. Coordinate with Accounts, Warehouse, and QA teams

C. Must-Have Skills

1. Import purchase exposure
2. Strong understanding of **import documents & Incoterms**
3. Excellent follow-up discipline
4. Clear English email communication
5. Comfortable with Excel trackers
6. Comfortable with Tally, Spectrum by Microbrain or similar software's.

D. Not a Fit If (Please Avoid These Profiles)

1. Only domestic purchase background
2. Weak in coordination and follow-ups
3. No exposure to import documentation
4. Poor data / tracker discipline

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