



Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

<b>Name of the Post</b>	Junior Officer [Purchase]  <b>Code : JO17-31</b>
<b>SBU / Location</b> (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Greases & Lubricants - Chennai
<b>Job Description</b>	The incumbent will be responsible for – 1) To carryout Purchase Function starting from sending enquiry to making Tender Committee recommendations and releasing Purchase Orders 2) To develop Vendors 3) To follow-up with Vendors for timely supply of ordered materials. 4) To forward and monitor suppliers bills for payment 5) Any other job assigned time to time The above job list is indicative only and not exhaustive.
<b>Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)</b>	<b>Please refer relevant columns posted corresponding to the code JO17-31</b> , Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a>
<b>Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile &amp; Other General Terms &amp; Conditions</b>	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a>