

## **About the job**

**Pacific Jeans Limited** is looking for **Executive - Supply Chain & Coordination**

### **Job Description / Responsibility**

- Send requirements to suppliers after getting approved requisition.
- Collect quotations from suppliers and negotiate price/terms/condition about requirements.
- Prepare comparative statement and submit it for management approval.
- Confirm PO/WO to the selected suppliers.
- Communicate with suppliers regarding delivery of the products.
- Communicate with user and MCD regarding the product quality and receipt respectively.
- Collect and process all kinds of Bills and GRN for various suppliers and ensure timely payment.
- Support and co-ordinate with various departments particularly with Audit & Accounts..
- Settle all advance taken against order within committed time.
- Maintain all documentary follow up as per departmental SOP.
- Implement new or improved supply chain process.
- Carry out any other work assign by department.

### **Educational Requirements**

- Master of Business Administration (MBA) in Supply Chain Management
- B.Sc./Diploma EEE with MBA in Supply Chain.
- Skills Required: Supply Chain and Procurement, Machineries procurement, Good Ms office and Emailing skill

### **Experience Requirements**

- At least 5 year(s)
- The applicants should have experience in the following business area(s):
- Garments,Textile, Garments Accessories

### **Job Location**

Chattogram