



## LLOYDS METALS & ENERGY LTD.

Regd. Office and Works : Plot No. A1 & A2, MIDC Industrial Area, Ghugus 442 505, District Chandrapur (MS), Tel : 07172-285398, 07172-285103  
Corporate Office : A2, 2nd Floor Madhu Estate, Pandurang Budhkar Marg, Lower Parel, Mumbai-400013, Tel : +91-22-62918111  
www.lloyds.in | CIN: L40300MH1977PLC019594 | Email: investor@lloyds.in

### Job Description

**Position Name** : - Purchase  
**Designation** :- Sr. Manager/AGM  
**Qualification** : - Diploma/ BE Mechanical/ Electrical  
**No. of Experience:** - 15-22 Years  
**Age** : - 35-45  
**Soft Skills** :- SAP module

### Role & Responsibility:-

1. Developing and implementing purchasing strategies.
2. Managing daily purchasing activities, supervising staff, and allocating tasks.
3. Managing supplier relations and negotiating contracts, prices, timelines, etc.
4. Maintaining the supplier database, purchase records, and related documentation.
5. Coordinating with inventory control to determine and manage inventory needs.
6. Managing the maintenance of office/manufacturing equipment and machinery.
7. Ensuring that all procured items meet the required quality standards and specifications.
8. Preparing cost estimates and managing budgets.
9. Working to improve purchasing systems and processes.
10. Training new employees in the purchasing process and how to use the purchasing system.
11. Collaborates with other departments and leadership to identify and develop needs and requirements for equipment, materials, products, and acceptable substitutions.
12. Assesses current material availability; reasonably predicts future availability based on the market, delivery systems, and other variables.
13. Prepares and presents market conditions and merchandise cost reports.
14. Prepares and processes purchase orders and requisitions for materials, supplies, and equipment.
15. Drafts, explains, and implements instructions, policies, and procedures for purchasing and contract management.
16. Evaluates and approves conditions for issuing and awarding bids.
17. Resolves grievances with vendors, contractors, and suppliers.
18. Maintains and/or implements purchasing and recordkeeping systems.
19. Acts as the companies representative in negotiations with suppliers.
20. Coordinates removal or disposal of surplus materials.
21. Administers the departmental budget.
22. Performs other duties as assigned.

<b>Name</b>		Pawan Meshram	Sanjay Kumar
<b>Designation</b>		AVP-HP	Unit Head
<b>Sign</b>			
	<b>Initiated By</b>	<b>Forwarded By</b>	<b>Approved By</b>