



**Officer/Sr. Officer**

Department	Purchase
Basic Qualification Required	Any Graduate
Experience	2 to 5 Year
Brief JD	<ol style="list-style-type: none"> <li>1. Purchase order Data Entry- Maintain Purchase order File</li> <li>2. Good Received Data Entry - Maintain GRN File</li> <li>3. Material Issue Entry (Lab. Store, Clinic Store ) - Maintain Indent File</li> <li>4. Follow up with party for delivery of material.</li> <li>5. Received material.</li> <li>6. Physical material verification on delivery time.</li> <li>7. Issue material from Store Dept.</li> <li>8. Received Delivery challan for Data Entry of Good Receipt Note.</li> <li>9. Shortage Material Statement Hand over to Lab. Dept for release requisition.</li> <li>10. Physical Stock Checking in every month (Lab. Store, Clinic Store )</li> <li>11. Stock Statement hand over to Finance Dept for MIS</li> <li>10. Purchase Bill Passing and take approvals (Bill passing along with attached Purchase order and Good Receipt Note)</li> <li>11. Submitted Purchase Bill to Finance Dept for release payment</li> </ol>

Interested candidates can send their resume at [dmirchandani@cliantha.com](mailto:dmirchandani@cliantha.com)