**Position – Jr. Executive- Materials**

**Education:**

Intermediate, Any Degree

**No of Positions: 2**

**Experience: 5 years**

**Competency Details: Dairy / Food Industry Preferably**

**Job Description**:

* Floating enquiries, Comparative statement.
* Prepare purchase order in ERP, material follow-up.
* SOP documentation, filing, and ERP data entry.
* Submission of purchase relevant documents to

F & A.