

JOB DESCRIPTION

Company: Light Mechanics ([Light Mechanics](#) | [Laser Marking](#) | [Laser Machine Manufacturer in Bangalore](#))

Position: Senior Executive - Purchase

Experience: 4+ Years

Location: Nelamangala, Bengaluru

Employment Type: Full-Time | Permanent

Industry: Engineering & Manufacturing (SPM)

Role Summary:

We are looking for a proactive and detail-oriented Senior Executive - Purchase to manage sourcing, vendor coordination, and purchasing activities. The role involves ensuring timely procurement, cost optimization, and maintaining strong supplier relationships to support business operations.

Key Responsibilities:

- Manage end-to-end procurement cycle including RFQs, vendor selection, and PO issuance
- Identify, evaluate, and onboard new vendors to strengthen the supply base
- Negotiate pricing, payment terms, and delivery schedules with suppliers
- Ensure timely follow-up with vendors for order confirmation and delivery
- Maintain accuracy in purchase orders (pricing, specifications, and quantities)
- Coordinate with internal teams (engineering, operations, finance) for requirements and approvals
- Handle supplier performance tracking and resolve issues related to quality, delivery, and cost
- Maintain procurement documentation including quotations, POs, and GRNs
- Identify alternate sourcing options for cost reduction and risk mitigation
- Support cost-saving initiatives and process improvements

Key Skills & Competencies:

- Strong negotiation and vendor management skills
- Good understanding of procurement processes and supply chain concepts
- Analytical thinking and problem-solving ability
- Effective communication and stakeholder management
- Attention to detail and ability to work under deadlines

Qualifications:

- Bachelor's degree in Engineering, Supply Chain, or related field
- Additional certification in procurement/supply chain is an advantage

Experience:

- 4+ years of experience in procurement/purchase/supply chain role

- Experience in manufacturing/engineering industry preferred

Key Performance Indicators (KPIs):

- On-time PO creation and delivery adherence
- Cost savings and negotiation efficiency
- Vendor development and performance
- Accuracy of procurement documentation
- Issue resolution turnaround time