



Great
Place
To
Work®

Certified
DEC 2020–NOV 2021
INDIA

PROCESS ASSOCIATE – PROCUREMENT OPERATIONS

BUSINESS LINE/FUNCTION

OUTSOURCING

POSITION/TITLE

PROCESS ASSOCIATE

JOB LOCATION

**NAVI MUMBAI/ HYDERABAD/
COIMBATORE**

YEARS OF EXPERIENCE

REQUIRED

FRESHER – 6 MONTHS

**REQUIRED EDUCATIONAL
QUALIFICATIONS**

**COMMERCE/ BA/ B.SC/
M.COM**

SHIFT TIMINGS:

6 PM – 3AM/ 8PM – 5AM

WHO WE ARE

GEP delivers transformative supply chain solutions that help global enterprises become more agile and resilient, operate more efficiently and effectively, gain competitive advantage, boost profitability and increase shareholder value.

A leader in multiple Gartner Magic Quadrants, GEP's cloud-native software and digital business platforms consistently win awards and recognition from industry analysts, research firms and media outlets, including Gartner, Forrester, IDC and Spend Matters. GEP is also regularly ranked a top supply chain consulting and strategy firm, and a leading managed services provider by ALM, Everest Group, NelsonHall, IDC, ISG and HfS, among others.

Headquartered in Clark, New Jersey, GEP has 21 offices and operations centers across Europe, Asia, Africa and the Americas.



**HIT THE GROUND
RUNNING WITH
GEP,
A GLOBAL LEADER
IN DIGITAL
SUPPLY CHAIN
TRANSFORMATION**

OUR CORE VALUES

OWNERSHIP 	RESULTS
EXCELLENCE 	CREATIVITY
CUSTOMER DELIGHT 	CARING

JOB SUMMARY

You will interact regularly with the clients to understand their requirements and the purpose of requisition. Daily Verification of all purchase invoices with respective Purchase orders, agreements, verification with Approvals and supporting documents

REQUIREMENTS

- Strong communication skills & written skills
- Knowledge of purchasing processes (PF)
- Knowledge of MS-Office suite (PF)
- Team player, high motivation, positive, can-do attitude, flexibility

KEY RESPONSIBILITIES

- Review purchase requisitions and create POs in line with the standard operating procedures
- Update the Vendor Master Records/Updates/New Vendor Setup in the system
- Follow up with vendors via email/phone to get Purchase Order Acknowledgements
- Follow up with vendors via email/phone to ensure goods are delivered on-time
- Co-ordinate with client sites and vendors for purchase order-related issue resolution

WHY JOIN US

Our vision is to build an enterprise where everyone contributes to making GEP better, more interesting, more satisfying place to be, and a better place to spend a significant part of our lives. We call it “the beautiful company”.

GEP is different. It’s a place where individuality is prized, and talent respected. We recognize people who make a genuine difference by rewarding them well. We’re a learning organization, actively looking for people to help shape, grow, and continually improve us.

Join us if you are one of us.

GEP is an equal employment opportunity employer, values the diversity of our workforce and the knowledge of our people.

**LEARN MORE
ABOUT US**

