

## Job Description Form

<b>Position Vacant</b>	<b>Procurement Executive</b>	
<b>Organization Name</b>	<b>Dorphyll Healthcare</b>	
<b>Company Profile</b>	Dorphyll Healthcare is into <b>Marketing of Pharmaceutical Drugs and Food Supplements</b> . We are currently marketing to <b>6 states</b> , and will be expanding to all states across India. Dorphyll is part of a <b>36 year old Group</b> , which has interests in varied businesses. Please find attached our Corporate Brochure, and for more information, visit <a href="http://www.dorphyll.com">www.dorphyll.com</a>	
<b>Qualification</b>	<p><b>Preferred : MBA/ Bachelor in Pharmacy/ Bachelor in Science with at least 60% marks</b></p> <p><b>Graduation is compulsory.</b></p> <p><b>Other graduates also can apply.</b></p>	
<b>Required Skill Set (In case of IT requirements)</b>	<ul style="list-style-type: none"> <li>• Exceptional skills in MS Word and MS Excel</li> <li>• Internet and emailing, Google &amp; other search engines</li> <li>• Good written communication and verbal communication skills</li> </ul>	
<b>Relevant Industry</b>	Pharmaceutical or Food Industry Experience will be an advantage	
<b>Job Description / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Management of communications with local vendors across India</li> <li>• Prepare Quotations and Purchase Orders</li> <li>• Good negotiation skills with Product Vendors, Logistics Vendors and other Input Vendors</li> <li>• New Vendor's- research, sending initial emails, calling and fixing Appointments. <b>Experience in Market Research is preferred.</b></li> <li>• Working with Packaging Vendors, Free Lance Designers, Courier companies, Online Service Providing Companies, etc.</li> <li>• Co-ordination with Domestic Logistic companies</li> <li>• Domestic travel in India, to meet the vendors, for further Vendor Development</li> <li>• Coordinate or participate in promotional activities or trade shows in India</li> <li>• Solving complaints, related to product quality issues</li> </ul>	
<b>Desired profile of the candidate</b>	<ul style="list-style-type: none"> <li>• Customer Service Oriented</li> <li>• Ability to work independently</li> <li>• Good written and oral communication skills</li> <li>• Collaboration, interpersonal and facilitation skills.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Displays sensitivity to manage vendor relationships and ability to build collaborative working relationships with colleagues and associates both within and external to the organization.</li> <li>• Good problem solving and decision-making skills.</li> <li>• Key Skills – Patience, Persistence and Persuasive.</li> </ul>
<b>Languages</b>	<b>English, Hindi and at least one Regional Language</b>
<b>Min. Exp.</b>	<b>1 year</b>
<b>Max. Exp.</b>	<b>3 years</b>
<b>Compensation range</b>	<b>From 2,10,000 to 3,30,000 p.a</b> <b>Additional Training will be provided</b> <b>Real Opportunities for Growth</b>
<b>Location of posting</b>	<b>Bangalore</b>
<b>Candidate's Location</b>	<b>Karnataka</b>
<b>Contact Information (Address)</b>	Dorphyll Healthcare No. 32, 3rd Main Road, K.K. Plaza, Hanumanth Nagar, Bangalore- 560019
<b>Website :</b>	<a href="http://www.dorphyll.com">www.dorphyll.com</a>