

Purchase Executive

Pragati Systems

Experience: 3 to 5 years

CTC: 3.6 LPA

Location: Indore

Job Description

Pragati Systems is looking for Executive – Purchase for its domestic business. The Purchase Executive will be responsible for handling procurement process, sourcing suppliers and managing vendor relationship to ensure seamless supply chain and optimize costs. You will also collaborate with cross functional-functional teams, make strategic decisions and implement best practices within our procurement function.

Responsibilities:

- Implement and manage procurement systems, tools, and workflows to streamline sourcing activities, improve turnaround time, and enhance overall operational efficiency.

- Identify, source, and negotiate with potential suppliers and vendors, evaluate their technical, financial, and operational capabilities, and finalize suppliers based on predefined quality, cost, and delivery criteria.

- Build and maintain strong supplier relationships through regular communication, performance reviews, and timely resolution of supply, quality, or service-related issues.

- Collaborate closely with internal stakeholders (production, warehouse, sales, finance, and management) to understand material and service requirements and develop effective procurement plans.

- Analyze inventory levels, demand forecasts, and consumption patterns to optimize stock availability, prevent shortages or overstocking, and reduce inventory carrying costs.

- Continuously review and improve procurement processes and sourcing strategies, identify cost-reduction opportunities, and implement process improvements to enhance efficiency and savings.

- Prepare and present procurement performance reports to senior management, including spend analysis, supplier performance, cost savings, and sourcing effectiveness.

- Develop, track, and maintain procurement KPIs and metrics to monitor performance, identify improvement areas, and support data-driven decision-making.

- Implement sustainable and socially responsible sourcing practices, including supporting local vendors, encouraging ethical sourcing, and ensuring environmentally responsible procurement.

-Stay updated with applicable laws, regulations, and compliance requirements related to procurement and sourcing activities and ensure full adherence to statutory and company policies.

Role: Purchase Executive

Industry: Manufacturing

Functional Area: Operations

Employment Type: Full Time, Permanent

Role Category: Purchase Executive

Education

UG: Any Graduate

Key Skills

- Strong skills in budgeting, cost optimisation and negotiation techniques.
- Knowledge of vendor management and inventory management systems.
- An analytical mind with excellent communication and interpersonal skills.
- Ability to work collaboratively with cross-functional teams.
- Proficiency in using procurement software and systems.
- Proficiency in data analysis and reporting tools.

Contact Person

Rajesh Kumar

HR - Pragati Systems

About

Pragati Systems® is a leading Indian brand of office supplies, presentation products, educational and training aids, founded in 1985 in Indore by Mr. Manoj Jain. The company focuses on helping students, professionals, and organizations communicate effectively through smart display, training, and presentation solutions. With a strong team of over 175 professionals, three manufacturing units, 150+ product variants, and a wide dealer network across India, Pragati Systems serves millions of customers through both online and offline channels.

Its advanced manufacturing facility, spread over 1,00,000 sq. ft., is equipped with modern metal, plastic, and wood processing machinery. With capabilities such as CNC cutting, fabrication, plastic moulding, powder coating, and woodworking, the company produces high-quality office supplies, presentation products, and modular furniture solutions while maintaining strong quality standards and innovation

Products

We specialize in the manufacturing of an array of Office, Art and Educational Supplies. Our product range includes-

- Writing and Display Boards
- Magazine & Display Stands
- Art & Display Easels
- Flip-chart and Whiteboard Easels
- Welcome Boards and Lobby Stands
- Newspaper Reading Stands
- Ammonia Printing Machines
- Podiums and Lecture Stands
- Executive Cabin Desks
- Standard Tables
- Conference & Meeting Tables
- Workstations (Desking)
- Workstations (Cubicles)
- Reception Counter
- Wooden Storage Units
- Smart Desks & Dual Desks
- Computer Lab & Library Desks
- Science Labs
- Canteen & Cafeteria Furniture
- Library Racks
- Hostel Beds
- Office & Computer Tables
- Metal Storage Units
- Compactors
- Executive Chairs
- Revolving Chairs
- Visitor Chairs
- Study & Writing Pad Chairs
- Cafeteria & Lunch Chairs
- Office Sofas

What are we looking for?

Pragati Systems hires enthusiastic individuals who are passionate about making a significant impact to the organization and the world around them. But it's not just about GPAs and magna cum laude, we're looking for all-rounders, independent thinkers who thrive as part of a team. We recognize that everyone is different and everyone will bring their own unique experiences and perspectives to the team.

Company Info

Website: <http://pragatisystems.com/>

Address: 35/B, Sector C, Sanwer Road, Indore - 452015 , Madhya Pradesh, India