

Stichwell Exports Pvt. Ltd. -Purchase Executive – Fittings (Import & Domestic)

Job Title : Purchase Executive – Fittings (Import & Domestic)
Department : Purchase / Procurement
Location : Kasba / Bantala, Kolkata, west Bengal
Reports To : Purchase Manager / Supply Chain Head
Salary : 30k to 35k as per efficiency & experience
CV at : malay@stichwell.com

Key Responsibilities:

1. Procurement & Sourcing

- ✓ Source and procure leather fittings such as zippers, buckles, locks, buttons, rivets, magnets, sliders, and other accessories.
- ✓ Handle both import and domestic purchasing efficiently.
- ✓ Identify and develop new vendors (local & international) for cost-effective sourcing.
- ✓ Ensure procurement as per production planning and sampling requirements.

2. Vendor Management

- ✓ Maintain strong relationships with suppliers and negotiate prices, payment terms, and delivery schedules.
- ✓ Evaluate vendor performance based on quality, delivery, and pricing.
- ✓ Coordinate with overseas suppliers for import orders.

3. Import Handling

- ✓ Manage end-to-end import process including:
 - ✓ Purchase orders
 - ✓ Proforma invoices
 - ✓ LC / advance payments
 - ✓ Shipment tracking
 - ✓ Coordination with CHA (Custom House Agents)
 - ✓ Ensure compliance with import regulations and documentation.

4. Domestic Purchasing

- ✓ Process local purchase orders and ensure timely delivery.
- ✓ Follow up with vendors for dispatch schedules and material availability.

5. Cost Control & Negotiation

- ✓ Negotiate best possible pricing without compromising quality.
- ✓ Maintain cost comparisons and vendor quotations.
- ✓ Work towards cost reduction initiatives.

6. Coordination

- Coordinates with:
 - ✓ Merchandising team for product requirements

- ✓ Production team for material planning
- ✓ Stores for inventory status
- ✓ Accounts for payment processing
- 7. **Documentation & Reporting**
 - ✓ Maintain proper purchase records, invoices, and documentation.
 - ✓ Prepare MIS reports on purchases, vendor status, and stock levels.
 - ✓ Track order status and update internal teams regularly.
- 8. **Quality Assurance**
 - ✓ Ensure purchased materials meet required specifications and standards.
 - ✓ Coordinates with QC team for inspection if required.

Required Skills:

- ✓ Strong communication and negotiation skills (essential)
- ✓ Knowledge of leather fittings and accessories
- ✓ Understanding of import procedures and documentation
- ✓ Good vendor handling and coordination ability
- ✓ Proficiency in MS Excel / ERP systems
- ✓ Ability to work under pressure and meet deadlines

Qualifications:

Graduates in Commerce / Business Administration / Supply Chain or related field
Additional certification in import-export or supply chain is preferred

Experience:

3–6 years of experience in procurement (preferably in leather goods / garment accessories industry)

Key Attributes:

- ✓ Detail-oriented and organized
- ✓ Strong follow-up skills
- ✓ Problem-solving attitude
- ✓ Team player with proactive approach