

Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

<p><b>Name of the Post</b></p>	<p>Junior Officer [Commercial] - FF</p> <p><b>Code : JO17-14</b></p>
<p><b>SBU / Location</b> (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)</p>	<p>Logistics - Freight Forwarding (FF) - Hyderabad</p>
<p><b>Job Description</b></p>	<p>The incumbent will be responsible for –</p> <ol style="list-style-type: none"> <li>1.Sourcing of all service related i.e transportation CAPEX items etc. Vendor registration formalities &amp; obtaining approvals from competent authorities</li> <li>2.E Tendering process in coordination with C1 India for uploading the tender online/website and complete the due process.</li> <li>3. Take care of publishing material, Ad placement, finalization etc.,</li> <li>4. Placement of Tender &amp; also Circulate tenders amongst the vendors for wide participation in the tender process.</li> <li>5. Ensure receipts of quotes and completion of TCR process with all approvals &amp; forward to corporate for final approval In line with Purchase Manual</li> <li>6. Preparation &amp; sending of Tender related MIS to H.O. &amp; other officials related with tender</li> <li>7. Attending enquiries of vendors with responses.</li> <li>8. Attending to other administrative works assigned from time to time by branch.</li> <li>9. Maintaining the register of tenders with its due dates &amp; proper updates.</li> <li>10. All CAPEX related work including report / updation</li> <li>11. Any other responsibilities assigned time to time.</li> </ol> <p>Note: - The above responsibilities mentioned are indicative and not exhaustive.</p>
<p><b>Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)</b></p>	<p><b>Please refer relevant columns posted corresponding to the code JO17-14</b>, Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a></p>
<p><b>Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile &amp; Other General Terms &amp; Conditions</b></p>	<p>Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a></p>



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रतिष्ठान)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)

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