

JOB DESCRIPTION



Position Vacant	Jr. Engineer–Purchase & Store
Organization Name	Kanex Fire Solutions Limited
Company Overview Profile (Industry, Size, Products/Services, Standing in India/World etc.)	<ol style="list-style-type: none">1. Known for quality, service and innovation, KANEX FIRE firefighting products since from last 25 Years. It has created world class product and Presence in PAN India. Kanex is recognized as a leader in Manufacturing firefighting products, Fire Extinguishers, Pre- engineered /engineered fire suppression system &Kitchen suppression system.2. Our products have achieved global certifications for meeting industry standards, maintaining quality, and efficient performance.3. Kanex is driven by high values, which includes integrity, respect, and transparency.4. Website www.kanexfire.com5. Company size 200+ Employees PAN India6. Founded -19887. Industry - Fire Fighting
Role Summary	To assist in the procurement of materials and day-to-day store operations to ensure uninterrupted material availability, efficient inventory handling, and vendor coordination.
Job Description / Responsibilities	<p>Purchase Responsibilities:</p> <ul style="list-style-type: none">• Assist in identifying and selecting appropriate vendors based on price, quality, and delivery timelines.• Prepare and issue Purchase Orders (PO) in coordination with the senior team.• Follow up with vendors for timely delivery and material status.• Collect quotations and perform basic comparisons.• Help maintain purchase records and documentation for audits and review. <p>Store Responsibilities:</p> <ul style="list-style-type: none">• Assist in material receipt, physical verification, and proper documentation (GRN).• Ensure proper storage, tagging, and stacking of incoming materials.• Issue materials as per material requisition slips (MRS) and maintain stock registers.• Update inventory in ERP or stock management software.• Help conduct regular stock counts and report discrepancies. <p>Coordination & Support:</p> <ul style="list-style-type: none">• Coordinate with internal departments (production, quality, accounts) for material-related needs.• Assist in identifying slow-moving or non-moving stock items.• Ensure adherence to 5S, safety, and housekeeping standards in the store area.

Desired profile of the Candidate	<ul style="list-style-type: none"> ➤ Bachelor's degree or Diploma Engineering & Having 1 to 3 years' Experience ➤ Basic understanding of procurement and inventory processes ➤ Knowledge of ERP systems ➤ MS Excel – basic to intermediate level ➤ Good communication and follow-up skills ➤ Basic knowledge of engineering materials and parts (preferred) <p>Behavioral Competencies:</p> <ul style="list-style-type: none"> ➤ Positive attitude and willingness to learn ➤ Attention to detail ➤ Discipline and punctuality ➤ Coordination and teamwork
Website	www.kanexfire.com
Industry Type	Firefighting equipment's manufacturer.
Functional Area	Purchase & Store
Keywords->	<ul style="list-style-type: none"> ➤ Purchase Order (PO), Vendor Follow-up, Quotation Comparison, Vendor Coordination, Material Requirement Planning (MRP), Cost Negotiation (basic level), GRN (Goods Receipt Note), Supplier Management, Inventory Management ➤ Stock Maintenance, Material Issuance, Physical Stock Verification, Stock Ledger, Bin Card Maintenance, Goods Receiving, FIFO / LIFO, Material Handling