



## **Position: Purchase (Female candidate)**

### **About O2h:**

Oxygen Healthcare (O2h) has a vision for creating a path-breaking model for taking pioneering medical discoveries to the world which are designed or co-designed in Gujarat, India. O2h will be seeding a pipeline of early stage research projects from its state-of-the-art biotechnology incubator in therapeutic classes such as cancer, inflammation and other rare diseases. O2h will utilise its core expertise in medicinal chemistry, computational chemistry and biology to secure early out-licensing or partnership opportunities for its intellectual property and proprietary patents. More broadly, we aim to become a leading technology and life sciences incubator focusing on innovation. We also aspire to innovate across life-sciences and information technology into next-generation digital healthcare technologies.

We believe that we can offer you a unique people culture to work in and develop your skills. We work on a global level and you will have a vital part in a young and dynamic organisation, every person matters in O2h. You will work with talented colleagues who have a passion for science and who are determined to achieve the extraordinary and achieve a scientific break-through from Gujarat, India.

### **Job profile/Desire Candidate Profile:**

- Vendor Management
- Purchase & Procurement of Material
- Material Management
- Coordination with Supply Chain Department
- Maintain complete updated purchasing records/data and in accordance with the records of Costing Department
- Coordinate with suppliers to ensure on-time delivery
- Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers
- Purchase and issue order in accordance to specification
- Plan and manage inventory levels of materials or products
- Source for new parts, suppliers or sub-contractors when the need arises

**Education:** Any Graduation/post-graduation degree but need decent communication skills.

**Experience:** 0-1 years.

**Job location:** Changodar, Ahmedabad (Transportation facility available).

**Salary:** 1.50-1.75 Lacs p.a.

For more information please visit [www.o2h.com](http://www.o2h.com).

Interested candidates can forward their CVs on: [jobs@o2h.com](mailto:jobs@o2h.com)

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