

Purchase Team

At Dynovo, We Design and Deliver Machinery, Complete Plants and Automation Solutions for a Wide Range of Industries. Our values are embracing life no matter what, being of service, upholding integrity and authenticity. We ensure that every solution we provide adds real value and builds lasting relationships. We offer a comprehensive range of services, including Pre-sales consultancy to help clients make informed decisions and After-sales service to ensure ongoing support and satisfaction.

At Dynovo, we believe in building lasting relationships with our clients by providing exceptional products and services.

Role & responsibilities:

- End-to-end procurement management
- Vendor identification, evaluation, and development
- Commercial negotiation and finalization
- PO and job-work processing in **Tally Prime**
- Machinery and **BOM** validation as per drawings
- Cross-functional coordination (Stores, Production, Accounts)
- Delivery tracking and discrepancy resolution
- Quality and specification compliance
- Procurement documentation and record management
- Process and system improvement initiatives

Required Skills:

- Negotiation
- Excel
- Tally
- Procurement
- Technical knowledge of machinery, parts, and drawings