

Purchasing Officer (New Universe Corporate Clothing H Pvt Ltd – Head Office]



Key Responsibilities:

- **Manage and maintain relationships with suppliers to ensure the timely procurement of quality goods and services.**
- **Prepare, process, and monitor purchase orders while ensuring accuracy and compliance with company policies.**
- **Negotiate prices, payment terms, and delivery schedules with suppliers to achieve cost-effective purchasing.**
- **Coordinate with the inventory and warehouse teams to ensure adequate stock levels and the timely replenishment of materials.**
- **Maintain accurate purchasing records, supplier documentation, contracts, and related procurement files.**
- **Prepare and submit regular purchasing reports, including procurement activities, supplier performance, and cost analysis, to management.**

Interested candidates are requested to forward their CVs within **07 days** of this advertisement, including details of two non-relative referees. Please mention the **position applied for** in the subject line.

The Manager – HR

New Universe Corporate Clothing H (Pvt) Ltd.

Email: hrho@newuniverselk.com | Web: www.newuniverselk.com

Who We Are

Founded by a small team of 3 industry professionals headed up by a visionary leader, that has now grown to a pool of over 1500 employees, NUCC has grown beyond its own initial expectation and continues to promote its self through its service based philosophy, in an environment equipped to deliver success.

Having initially taken over a simple warehouse space in 1998 and transformed it into an international accredited clothing manufacturing facility. Subsequently taking over 2 more such premises and through similar process transforming them to the same international standards, New Universe Corporate Clothing today runs 4 factories in the country.

Providing employees and supply partners with stable and exceptional working environment that enables NUCC to surpass the international standards conferring to international garments industry regulations.