

About NowPurchase

“Smart Procurement for Foundries”

What we do

NowPurchase lets you monitor your prices through our WhatsApp Bot, process RFQs & orders through our mobile web-app and optimize the charge mix (raw material input) through a machine learning algorithm. This is much better than calling suppliers for prices, sending emails & WhatsApp and relying on tacit knowledge to run your furnace. In the end, we complete the fulfillment by supplying the right raw material and ensure the manufacturer is able to produce high quality castings.

We Are Growing

If you have a passion for problem solving & quirkiness does not scare you, come be a part of our rapidly growing company. Oh! We do have a life outside work as well 😊

Key Responsibilities

- Manage timely deliveries: Coordinate between customers and operations & other teams for order fulfillment ensuring dispatch schedules are met.
- Manage customer queries with regards to order fulfillment, delays etc.
- Payment Follow up. Ensure payment terms are adhered to as per credit policy.
- Maintain check on payment-receipt & outstanding amounts of customers.
- Monthly & Quarterly reconciliation of accounts
- Coordinate with vendors, corporate clients, accounts etc., to ensure high-quality customer experience.
- Working efficiently with the sales team to enable them to perform better.
- Attend to customer queries, any sales queries, and grievances, respond politely, and delight customers by going the extra mile.
- Ensure all files, CRM and ERP are maintained meticulously, cost documents and reports, MIS are up to date in Zoho.
- Carry out all other jobs assigned to you.

Qualifications & Experience

- Graduate with 2 to 4years prior experience as a sales coordinator/sales support executive etc.
- Should have very good working knowledge of Microsoft Excel, Word with strong follow up skills & customer service orientation.

Good to have Experience

- Candidates who worked in Packing and Moving/Transport/Logistics/ Import & Export industries will be preferred.
- Should be fluent in communicating with vendors as well as corporate clients.
- Should be able to multitask, set priorities, manage timelines, and meet strict deadlines.
- Flexible.
- Should be able to read, analyse and interpret client needs and policies.
- Experience working in a fast-scaling start-up with a multicultural team. Positive attitude

Perks

We go extra mile to make you feel at home. We offer snacks on the house. Our workspaces are welcoming and fun. You are free to wear what makes you comfortable and choose the hours you keep, as a team. Oh, and we've got your family covered too, with great health insurance plans and other benefits. In short, everything you need to be your best self at work!

To know more about us, please visit: <https://nowpurchase.com/>

Here's our story; now tell us yours