



Strategy and Synergy for Security

Society for Electronic Transactions and Security (SETS)
MGR Knowledge City, CIT Campus, Taramani, Chennai - 600 113

WALK IN INTERVIEW

Venue : SETS (Opp. to Ramanujan IT City Exit Gate No.3)
Date & Time : 14th February 2025

Qualified individuals are welcome to attend a walk-in interview to be considered for a temporary engagement as a "**Purchase Assistant**"

The engagement will be done through outsourcing agency.

Name of the position	Purchase Assistant
Essential qualification	Bachelor's Degree (Non-Engineering) with at least 3-4 years' experience in Purchase related works
Desirable Qualification/ Experience	<ul style="list-style-type: none">• MBA in Materials Management from reputed institutions• Previous experience in Purchase is preferred.• Knowledge of Purchase processes and best practices.• Well-versed /Handling of GeM, Public Procurement Portal and its related works• Maintaining Asset Register related documents and records• Excellent communication and interpersonal abilities.• Proficiency in MS Office (Word, Excel, PowerPoint).
Age limit	Not exceeding 35 years
Emoluments	Rs. 20000 - 30000/- per month
Duration	For period of one year which may be extended as per the requirement.

Note:

- Candidates are requested to come along with Bio-Data, Original Certificates, One set of Photo Copy of all Certificates and two photographs during the walk-in-interview.
- No TA/DA is admissible to appear in the Walk-In-Interview.