

## **Job Description**

### **Senior Purchase Executive – Packaging Material**

#### **About Us**

**Wonder Products Group** is India's leading contract manufacturing and private-label solutions provider with expertise in Personal Care, Hair Care, Derma Cosmetics, Pharmaceuticals, Soaps, Detergents, Aerosols, and Veterinary Products. We offer end-to-end services—from R&D formulation and innovative packaging to global logistics and distribution—helping brands bring their vision to life with quality and speed.

#### **Why Join Us**

At **Wonder Products**, you'll be part of a fast-growing, innovation-driven organization where you can learn across multiple domains, work with industry experts, and contribute to sustainable and impactful solutions. We provide a collaborative environment, strong career growth opportunities, and exposure to global markets.

#### **Roles & Responsibilities:**

##### **Packaging Procurement**

- Manage procurement of **primary & secondary packaging materials** such as bottles, jars, caps, pumps, labels, cartons, shrink films, corrugated boxes, etc.
- Ensure timely availability of packaging materials as per production and dispatch plans.
- Float RFQs, evaluate quotations, negotiate pricing, lead times, and payment terms.

##### **Vendor Management & Development**

- Identify, evaluate, and onboard reliable packaging vendors.
- Maintain strong relationships with existing suppliers to ensure quality, cost efficiency, and timely delivery.
- Conduct periodic vendor performance reviews on quality, pricing, and service.

##### **Cost Control & Budgeting**

- Drive **cost optimization initiatives** through alternate sourcing, value engineering, and negotiation.
- Track purchase budgets and ensure procurement aligns with cost targets.

##### **Coordination & Planning**

- Coordinate closely with **Production, PPC, QA/QC, R&D, and Stores** for packaging requirements.

#### **Wonder Products Group of Companies Pvt. Ltd.**

**Office No. 1404–1405, 14th Floor, Plot No. D-9 Gopal Heights, Netaji Subhash Place**

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- Support new product development (NPD) by sourcing and developing new packaging components.
- Ensure materials meet technical specifications and quality standards.

**Inventory & Documentation**

- Monitor inventory levels to avoid shortages or excess stock.
- Maintain purchase records, GRNs, vendor contracts, and MIS reports.
- Ensure compliance with internal SOPs and audit requirements.

**Required Skills:**

- Strong knowledge of **packaging materials & specifications**
- Vendor sourcing & negotiation skills
- Cost analysis & budgeting
- Inventory planning & control
- ERP / SAP / Excel proficiency
- Cross-functional coordination
- Attention to detail & problem-solving
- Time management & deadline orientation

**Position: Senior Purchase Executive – Packaging Material**

**Qualification: Diploma / Degree / Graduation**

**Industry Preference: FMCG / Cosmetics / Pharma / Manufacturing**

**Department: Purchase / Supply Chain**

**Location: Netaji Subhash Place (NSP), Delhi**

**Experience: 4–7 Years**

**Working Days: Monday to Saturday (First Saturday Off)**

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