# JOB DESCRIPTION

**Position:** Field Procurement Executive
**Company:** Urban Metals
**Work Location:** E-2118, RIICO Industrial Area, Ramchandrapura, Jaipur – 303905, Rajasthan
**Department:** Procurement
**Job Type:** Full-time | Field-Based
**Experience:** Minimum 1 year of experience in scrap purchase or field sales. Freshers with strong communication, negotiation and field aptitude are also welcome to apply.
**Preferred Age Group:** 22–27 years

**Job Purpose**

To identify, acquire and develop new sources of electronic waste within the assigned territory of Jaipur, negotiate commercially viable procurement deals, coordinate collections and build a sustainable network of recurring suppliers.

**Key Responsibilities**

- Develop E-Waste supply relationships with colleges, schools, universities, IT companies, government offices, coaching centres, hotels, hospitals and other bulk consumers.
- Acquire E-Waste from computer repair shops, electronics service centres, residential societies and local scrap dealers.
- Negotiate purchase prices within company-approved rates and margin guidelines.
- Develop long-term relationships to ensure repeat supplies rather than one-time collections.
- Arrange and coordinate pickups with the collection team.
- Verify the type, approximate quantity and location of available e-waste before scheduling pick-up.
- Maintain a record of supplier details, leads, negotiations, quotations and completed collections.
- Adhere to and duly practice the Standard Operating Procedure (SOPs) prescribed by the Procurement Department.
- Work towards monthly e-waste procurement targets.
- Take ownership of the assigned territory and continuously improve performance.

**Candidate Profile**

We are looking for someone who is:

- **Energetic & proactive:** Willing to step out, approach strangers and explore new business opportunities.
- **Street-smart:** Able to understand people, assess opportunities and handle real-world situations.
- **A good negotiator:** Comfortable discussing prices and closing deals.
- **Competitive & target-oriented:** Motivated by measurable achievements and incentives.
- **Resilient:** Able to handle rejection and continue pursuing opportunities.
- **Trustworthy:** Honest in dealing with suppliers, payments, quantities and company information.
- **Self-motivated:** Capable of planning daily field activities with minimal supervision.
- **Tech-friendly:** Comfortable using a Smartphone, WhatsApp, Google Maps and basic Excel or Google Sheets.

**Educational qualification:** Intermediate (12th pass) or graduate. Graduates and freshers with strong field aptitude are encouraged to apply.

**Compensation & Performance Incentives**

- Fixed monthly salary, based on candidate suitability and experience.
- Additional performance-linked incentives based on collection targets and business results.
- Recognition for outstanding monthly performance.

The compensation structure will be explained during the interview.

**Career Opportunity**

This role offers an opportunity to grow with an expanding recycling business. High-performing candidates can progress into senior procurement, territory management, key-account management or team leadership positions as the business expands.