CONTINENTAL ENGINEERS

Manufactures of : LT & HT CT's, PT's, Combined CT PT Units upto 33 KV

Regd. Office: F23C Malviya Nagar Industrial Area Jaipur-302017, 9829774488, Telefax:- 0141-2620479 Web:- www.continentalengineers.org E-mail:- info@continentalengineers.org , Tendercontinental@gmail.com

Date: 30th September 2023

To,
Yeshveer
Contact No.: 7056137213
Email: bitturajput764@gmail.com

Subject: Offer Letter for the Position of Purchase Assistant

Dear Yeshveer,

We are pleased to offer you the position of **Purchase Assistant** at **Continental Engineers**. Your Skills and experience align well with the requirements of this role, and we are confident that you Will make a valuable contribution to our team.

Your joining date will be 30th September 2023. Please Report to our office at **F-23-C, Malviya Nagar Industrial Area, Malviya Nagar, Jaipur, Rajasthan 302017** by 9:30 AM on the Mentioned date.

We are pleased to inform you that your salary will be 17000/- per month (in hand).

ESI PF will be extra as per actual.

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Roles and Responsibilities

As a Purchase Assistant, your key responsibilities will include:

- Preparing and issuing purchase orders.
- Following up with vendors to ensure timely delivery of materials.
- Coordinating with transporters for the timely dispatch and receipt of materials.
- Ensuring all materials meet the required quality and specifications.
- Maintaining records of purchase orders, invoices, and delivery notes.

Terms and Conditions

Your employment will include a **2-month notice period**, which must be served in the event of resignation or termination. A detailed job description and other employment conditions will be shared with you upon your joining.

We look forward to welcoming you to our organization and wish you success in your new role. If you have any questions or require further clarification, please do not hesitate to contact us.

Please confirm your acceptance of this offer by replying to this email or contacting us directly.

Warm regards,
Aditya Pancharya
Continental Engineers
Contact: +91 95293 37333
Email: hr@continentalengineers.com

For CONTINENTAL ENGINEERS
Authorised Signatory

For CONTINENTAL ENGINEERS
Authorised Signatory