

## Job Description

<b>Position Name:</b>	Asst. Manager / Sr. Exec. – Procurement	<b>Department/Function:</b>	Procurement
<b>Location:</b>	Jodhpur, Rajasthan	<b>No. of Positions:</b>	1
<b>Band/Level:</b>	F/Senior Executive	<b>Reporting to:</b>	Senior Manager-Procurement
<b>Team Size/ IC:</b>	Individual Contributor Role	<b>Type of Contract:</b>	Regular

### Qualification and Experience Required:

- Graduation followed by MBA in Supply chain management and advanced degree in economics or mathematics is recommended.
- 4-6 years of experience in procurement in respect of General Purchase (Facility), Services, Printing.
- Drafting documents / agreement will be preferred.

### About the Job:

The purpose of this role is to ensure compliances with timely audits.

### Key Responsibility Area:

#### Procurement

- Managing end to end procurement cycle processing of regional requisitions, Sourcing, issue of RFP/RFQ, evaluating proposals, sending PO to suppliers, PO Confirmation, delivery follow up, GRN and supplier payment coordination, in respect of assigned product categories.
- Support HO team for procurement on assigned PR.

#### Oracle

- Creation of Vendor Code, Purchase order, GRN. Creation of Item Code.

#### Reporting

- Oracle Vs Physical- Issuance of material in Oracle as per actual distribution in schools as done by District school administrator(DSA).
- PR and Payment Trackers- Maintenance of PR and Payment Tracker
- Asset registers and stock register- Ensuring proper maintenance of stock and asset registers by District school administrator(DSA). Stock/Asset Register updated scan copy to be share with HO.
- Delivery challan in DO and schools- Ensuring Delivery challan in District office(DO) and schools being maintained by District school administrator(DSA).

### **Administration**

- Rate contract for Taxi & Hotels vendors.
- Booking of Hotel and Taxi for visitors and events.
- Validation of mobile and data card invoices and forwarding the same for payment.

### **Audit**

- To adhere audit compliance as per SOP and DOA including MSME payments within stipulated time.

### **Innovative practices/ Cost saving**

- Introduction of innovative practices for strengthening of processes and for cost optimization.

### **Skills:**

- Able to interact with user departments and vendors in a professional mode.
- Good in negotiation with vendors
- Having positive attitude towards work.
- Exposure to working on ERP like Oracle or SAP and Skilled in excel with pivot.

### **How to Apply:**

Interested and eligible candidates are requested to apply by sending their updated CV to [hr@gleekvell.com](mailto:hr@gleekvell.com) with the exact **position name 'Assistant Manager / Sr. Executive-Quality'** in the email subject line.

Also, please mention ***preferred location, current CTC / expected CTC & Notice Period in the mail body.***

*Only shortlisted candidates will be contacted for the interview.*

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