



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

About BITS Pilani	Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry	Higher Education
Post/Job Title	Manager (Purchase)
Job Type	Regular, Full Time
Reporting to	Director/Dean Administration, Pilani Campus
Will also work very closely with	Internal: With relevant stake holders (institute-wide) as per the job requirements. External: As per the job requirements
No of Position	One
Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none">• Planning, developing and buying materials, parts, supplies and equipment's in a timely and cost effective way; timely manner while maintain appropriate quality standards and specifications.• Prepare purchase requisitions, approve and issues purchase order in accordance with institute policy and negotiated terms and conditions.• Identify potential cases for consolidating purchase across various businesses in order to achieve bulk/volume purchase advantages; if required, by suggesting feasible alternative to respective indenters to standardize the requirement.• Review and renew contracts as required to enable effective trading.• Review, evaluate and approve specification for issuing and awarding bids.• Resolve any quality issue/ deviation/documentary deficiency / installation difficulties noted in the product / services availed with the vendor so as to make the product / service "ready to use".• Discuss defective or unacceptable new goods or services with users, vendors and other to determine cause of problem and take corrective and preventative action.• Stock updation, verification and inventory evaluation.• Managing store operations ensuring optimum inventory levels to achieve maximum cost saving without hampering the process.• Liaise with Accounts department to ensure accurate and timely payments of invoices, as necessary for the business with the supplier.• Analyze market and delivery systems in order to assess present and future material availability.• Represent organization in negotiating contracts and formulating policies with suppliers.• Build and develop relationship with key suppliers and customers.



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	<ul style="list-style-type: none">• Prepare documentation, systems and procedures in order to enable upgrading to ISO compliance in each area of business, including records, vendor feedback, process parameters and role objectives.• Plan to reduce work complexity, by simplification and standardization.• Meeting the Institute standards and system compliances with the business continuity.
Qualification and Experience	<ul style="list-style-type: none">• Post Graduate degree (preferably MBA in Finance / Supply Chain Management / Operations / Logistics and Material Management) from a reputed Institute with 7 years of relevant experience.• Proficiency in Microsoft Office.• Experience in ERP accounting modules, preferably in PeopleSoft.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Ability to plan, direct or coordinate the activities and communicate effectively across a range of stakeholders (institute-wide), such as faculty and staff members, administrators, external agencies, commercial and government entities etc.• Strong verbal, written, presentation and facilitation skills.• Knowledge of procurement principles, theories and processes preferred.• Prior experience of working in academic environment preferred.
Remuneration	Suitable candidate will be placed in Level 11 with a minimum pay of Rs. 67,700/- per month plus DA and other benefits as per Institute Norms.