

<b>JOB TITLE</b>	Purchase Officer	<b>DEPARTMENT</b>	Purchase & Stores
<b>REPORTS TO</b>	Director	<b>SUBORDINATES</b>	Purchase and Store Manager, Junior Assistant - Purchase
<b>LOCATION</b>	Jaipur	<b>DIVISION</b>	Non-Teaching (NT)

**JOB PURPOSE**

Ensure that procurement activities for the Institute are carried out as per Institute’s policies, rules and regulations as well as regulations / laws / statutes / circulars issued by appropriate bodies / government so as to ensure legal and financial compliance. Responsible for developing and maintaining long term relationship with various suppliers and contractors. Able to negotiate the best rates for the best quality products and services and procurement within stipulated period.

**RESPONSIBILITIES**

<b>Area</b>	<b>Key Activities</b>
<b>Sourcing Strategy Formulation and Implementation</b>	<ul style="list-style-type: none"> <li>Decide the sourcing strategy for procurement including the type or method of procurement for different requirements, the number of suppliers required etc.</li> <li>Decide whether rate contracts need to be established for certain purchase requirements.</li> <li>Create/update and decide on any required changes, renewal, extension, addition or closure of services required by the institute.</li> <li>Analyze market and delivery systems to assess present and future material availability.</li> <li>Give overall operating direction to the team with regards to quality, timelines etc.</li> </ul>
<b>Support User Department</b>	<ul style="list-style-type: none"> <li>Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.</li> <li>Review the list of vendors who meet the pre-qualification criteria.</li> <li>Co-ordinate and arrange for obtaining approvals of appropriate authorities for order placement.</li> <li>Co-ordinate with users for technical review of bids.</li> </ul>
<b>Tender and Purchase Process Management</b>	<ul style="list-style-type: none"> <li>Corresponds with bidders for techno-commercial queries including price implications.</li> <li>Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.</li> <li>Engages with bidders for commercial negotiations.</li> <li>Record any commercial conflicts with vendors and user departments.</li> <li>Track the status of requisitions, Tenders, and orders on an overall basis.</li> <li>Manage complete procurement to pay process with ERP system.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>Responsible for building and managing long term relationships with critical suppliers and work with them to add value to make the procurement process more efficient and effective.</li> <li>Responsible for planning and implementing vendor development initiatives.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>Initiate and organize updating of Procurement Manual/Purchase Manual and recommend any required improvements and changes from time to time.</li> <li>Suggest modifications for inclusion in the purchase manual.</li> <li>Ensuring proper stores management, inventory management, annual stock verification, recordkeeping etc. as associated or inherent elements of Supply Chain Management system.</li> </ul>

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Job Description – Purchase Officer LNMIIT Jaipur

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Area	Key Activities
Condemnation	The role of condemnation in an institute is primarily to ensure the efficient management of resources by identifying and disposing of items that are no longer useful or functional. It helps maintain a safe environment while also potentially generating revenue through the sale of not in use assets. Additionally, having a clear condemnation policy and process helps uphold accountability and transparency in asset management practices.

**QUALIFICATIONS**

**Essential Qualifications:**

The candidates should be full time MBA from a reputed Institute preferably specialization in supply chain Management / Purchase etc. or equivalent qualification.

**Experience**

The candidates should have 15-20 years of work experience in procurement of capital-intensive goods and work contracts matching with the job description of the post. Prior experience in an University / Institution of higher learning would be preferred.

**Desirable:**

1. M. Com or BE / B. Tech in Engineering from a reputed institute will be preferred.
2. Knowledge of ERP, Store Management / Inventory Management System

**Age:**

Preferably below 50 years

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13/5/2024