

### **Purpose of this position**

Managing and reporting day- to-day functioning of the purchasing process, which calls for complete visibility on Open Purchase and Job Work Orders, Quotations, etc.

Authorize and evaluate goods receipt and ensure adherence to timeline, quality and Purchase Policy.

### **Key Tasks**

- Evaluate & acknowledge Purchase requisitions
- Request quotes and compare prices for maximum ROI
- Prepare Purchase order & ensure timely delivery of goods/service being purchased
- Monitor and track Quality and timely delivery of materials - solve issues pertaining to late deliveries, rejection, vendor grievances, etc
- Coordinate with accounts to ensure timely payment to the vendors
- Regular update of Purchase database ( Purchase indent to delivery, ,Vendor database ,AMC database, PO file,etc )
- Maintain up to date documentation as per audit needs
- Estimate and establish cost parameters and budgets for purchases along with the timeline.
- Negotiate appropriate contracts for pricing and supply
- Must adhere to the process & guidelines given in Purchase Policy.
- Track incoming inventory, delivery arrival time, and note actual arrival time, quality& quantity of a products.
- Research and develop reliable vendor base

### **Experience and Qualifications**

- 8-10 years of Purchasing experience preferable in school related purchases like Uniform, grocery, books, stationery, housekeeping items etc.
- Facility related purchases (Housekeeping, AMC,etc) for multiple locations
- Managing Vendors
- Securing process & statutory compliances.
- Sound knowledge of all processes: Indent, Quotes, Comparisons, Approvals, PO, Delivery, Payments.
- Good in negotiations
- Preference
  - i. School experience
  - ii. Process driven
  - iii. Team player