

**Executive Assistant (Store and Purchase)**

**TIH/iHub Drishti/2024-25/Recruitment/07; Dated: 15 January 2025**

N.H. 62, Nagaur Road, Karwar, Jodhpur 342030, Rajasthan (India)

Website: <https://ihub-drishti.ai/> eMail: [hr@ihub-drishti.ai](mailto:hr@ihub-drishti.ai)

iHub Drishti Foundation (iHub Drishti) is a Section-8, Not-for-profit Company, promoted by and at the Indian Institute of Technology Jodhpur under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. iHub Drishti is a Technology Innovation Hub focused around “Computer Vision, Augmented Reality and Virtual Reality”.

**iHub Drishti Foundation invite applications possessing an excellent academic background and relevant experience for the post of:**

**Job Title: Executive Assistant (Store and Purchase)**

- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts. Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports. Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
- Draft an appropriate service level agreement to properly evaluate the performance of suppliers, and report on this on a regular basis.
- Work with internal stakeholders to determine procurement needs, quality and delivery requirements.
- Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance.
- Monitor, evaluate and improve supplier performance, according to an appropriate Service Level Agreement, on a continuous basis. Control and monitor expenses against approved budgets. Develop sourcing strategies. Cost saving budgeting and targeting. Set and plan how to achieve supplier accreditation and service level management.
- Payment terms negotiation, optimization and management. Maintain contracts with vendors.
- Review inventory and update as required. Receive orders from various departments. Initiate and keep track of orders. Receive, inspect and distribute orders.
- Reconcile or resolve order discrepancies with supplies. Monitor delivery times to ensure they are on time.
- Maintain good relationships with suppliers and renegotiate prices on a regular basis. Coordinate annual overseas orders. Keep daily records.
- Barcode assets and update asset registers. Annual asset stock take.

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- Accounts to be submitted for payment to vendors on time.
- Administration and reporting as necessary.

**Essential Qualification and Knowledge with Expertise:**

**Essential:**

- Bachelor's Degree in any discipline or its equivalent with first division from a recognized University/Institute.
- At least 3 years of relevant experience of Procurement/ Purchase in Central / State Govt. / Autonomous Bodies/ PSU/ Industry with Computer literacy qualification is essential.
- Knowledge of Governmental procurement and financial rules.
- Proven ability to utilize and develop computerized spreadsheets and word processing applications.
- Procurement Software and Asset Software experience is essential. Accounting Software is an advantage.
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms.
- Experience and interest in internal and external communications, partnership development, and relationship management.

**Desirable:**

- Master's Degree in any discipline or its equivalent with first division from a recognized University/Institute.
- At least 3 years of relevant experience of Procurement/ Purchase in Central / State Govt. / Autonomous Bodies/ PSU/ Industry with Knowledge of Governmental procurement and financial rules.

**Compensation:**

- As per discretion of the Board with annual performance linked incentives in addition.
- Tenure: Initially 1 year (reviewable and renewable based on performance)
- Age: Preferably less than 35 Years
- Location: Jodhpur

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**Information regarding the application process:**

**Applications will be accepted via (<https://forms.ihub-drishti.ai/ihubdrishtifoundation/form/JobApplicationExecutiveAssistantStoreandPurchase20/formpermanentLink?hYwhr5li1v3ET3XB4zxybns-NewootAZayD5-IN-Q> ).** Interested candidates may apply by sending their CV covering educational and professional qualifications in the relevant field along with work experience, last salary drawn, contact details, and references with necessary documentary evidence by filling above mentioned form **on or before the last date of February 28<sup>th</sup> 2025.**

**Additional information:**

- (1) Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
- (2) Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of the submission of the online application.
- (3) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- (4) In case of exceptional candidates, the iHub Drishti foundation reserves the right to relax qualifications and/or experience.
- (5) *Shortlisted candidates shall be called for the further recruitment process.*
- (6) *Decision of the board will be final for both shortlisting and selection process.*
- (7) iHub Drishti foundation reserves the right to fill or not to fill any or all of the advertised posts.
- (8) iHub Drishti Foundation reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.
- (9) No hard copy application is to be submitted. No email application is to be submitted.
- (10) No correspondence will be entertained from the candidates in connection with the process of selection/interview.
- (11) Canvassing in any form will be a disqualification. Application which is incomplete, not in prescribed format, will be summarily rejected.
- (12) Application with insufficient information or without relevant supporting documents will not be considered for further processing. Applications without self-attested supporting documents will be summarily rejected.
- (13) Persons employed in Government/ Quasi-Government organizations should submit their applications through proper channels.
- (14) The appointed person shall have no claim of appointment / absorption in any companies, departments or centers of IIT Jodhpur.
- (15) The appointment of the applicant will be governed by the terms & conditions of the iHub Drishti Foundation, IIT Jodhpur in effect on time-to-time basis.

- (16) Specific queries, if any, may be directed to the email: [hr@ihub-drishti.ai](mailto:hr@ihub-drishti.ai).
- (17) iHub Drishti foundation may verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated.
- (18) Any dispute with regards to the selection/recruitment will be subject to Courts / Tribunals having jurisdiction at Jodhpur.

Officer In-charge  
iHub Drishti Foundation  
TIH on CV-ARVR, NM-ICPS  
Indian Institute of Technology Jodhpur