

## **Job Function: Procurement Manager**

**Department-** Administration & Facilities

**Sub Department -** Central Functions- Procurement & Expense Payable

**Designation/ Grade-** Manager to Chief Manager

**Reporting to** – Lead- Procurement & Expense Payable

### **Profile Summary**

The Procurement Manager plays a crucial role in ensuring efficient and effective procurement process. The incumbent at this position is responsible for managing administrative tasks related to procurement, vendor relationships, and contract management.

### **Job Description**

#### **1. Purchase Requisition Processing:**

- Review and process purchase requisitions from Admin department/Internal stake holders.
- Ensure that requisitions comply with company procurement policies and guidelines.
- Liaise with internal teams to clarify product specifications and timelines.

#### **2. Vendor Sourcing and Development:**

- Identify potential suppliers based on the requirements of the organization.
- Conduct Pre-qualification of vendors on cost, capabilities, and quality parameters.
- Support the development and maintenance of vendor relationships.

#### **3. Quotation and Purchase Orders:**

- Prepare & float RFQ/ RFP/ Bid/Tender
- Obtain offers from multiple suppliers/ vendors, carry out market benchmarking and evaluate.
- Effective negotiations to ensure the best price and value
- Create and issue purchase orders in the procurement system.

#### **4. Cost Management and Optimization:**

- Identifying cost-saving opportunities through negotiations, vendor management, and strategic sourcing.
- Monitor market trends, pricing, and availability of goods to ensure that the organization benefits from optimal procurement costs.

**5. Compliance and Regulatory Requirements:**

- Ensure that all procurement activities comply with internal policies, legal standards, and regulatory requirements.
- Stay updated on relevant laws and regulations affecting procurement and supply chain operations.
- Responsible for Vendor/ supplier exits from system as per Internal Risk governance.

**6. Vendor Performance Management:**

- Carry out vendor performance assessment on delivery timelines, product quality, and adherence to contracts.
- Conduct vendor evaluation and provide recommendations for improvement or alternate sourcing options.

**7. Documentation and Record Keeping:**

- Create Vendor agreements in coordination with legal and execute including timely renewals.
- Maintain an accurate database of all purchase orders, vendor agreements, and correspondence.
- Ensure all procurement records are up-to-date and accessible for audits and reviews.
- Track and report key procurement metrics to reduce expenses and improve efficiency.

**8. Inventory and Stock Monitoring:**

- Collaborate with the FM/PM team to monitor stock levels and initiate purchase orders for replenishment.
- Coordinate with the FM/PM team to ensure that ordered items are received, inspected, and stored properly.

**9. Payments and Billing Coordination:**

- Work closely with the finance and billing teams to ensure timely payments to vendors.
- Address any discrepancies between purchase orders, invoices, and delivery receipts.

**10. Risk Mitigation:**

- Identifying and mitigating risks associated with supplier reliability, contract terms, and market fluctuations.
- Ensure continuity in the supply chain by maintaining strong vendor relationships and backup sourcing options.

**11. Stakeholder Collaboration:**

- Liaise with internal stakeholders to ensure that their procurement needs are met within the agreed timelines.
- Provide support to PM/FM team for special procurement requests and urgent purchases.

**12. Process Improvement and Automation:**

- Suggest process improvements and initiate automation to streamline procurement workflows.
- Contribute to special projects related to procurement efficiency, such as adopting new procurement technologies or tools.

**13. Reporting and Analysis:**

- Generate and provide regular procurement reports, including spend analysis, vendor performance, and cost savings.
- Assist in budget planning and forecasting related to procurement needs.

**14. Adherence to Code of Conduct:**

- Ensure compliance with the company's ethical standards and procurement code of conduct.
- Maintain the highest level of integrity and transparency in all procurement activities.

**Qualifications and Experience:**

**Qualifications/ Education** – Any bachelor's degree, preferably in business administration, supply chain management, or a related field is preferred.

**Experience:**

- Minimum of 5 years of experience in procurement, sourcing, or purchasing roles, preferably in the financial services or NBFC sector.
- Experience with procurement software or ERP systems

**Knowledge and Skills:**

- Strong understanding of procurement processes, supplier management, and market analysis.
- Proficiency in procurement software, ERP systems, and Microsoft Excel.
- Excellent organizational and time management skills.
- Strong communication and negotiation skills to interact with vendors and internal stakeholders.
- Ability to manage multiple priorities and meet deadlines.
- Knowledge of relevant procurement laws and regulations