



**Birla Institute of Technology & Science, Pilani**  
Hyderabad Campus  
General Administration Unit

**JOB DESCRIPTION**

**Office Assistant – Central Purchase Unit**

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, (BITS Pilani)</b> is an Institution declared as Deemed to be University under <b>Sec. 3</b> of the <b>UGC Act</b> in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
<b>Industry / Service</b>	Higher Education
<b>Post / Job Title</b>	<b>Office Assistant</b>
<b>Job Type</b>	Regular, Full time
<b>Reporting to</b>	Faculty In-Charge – Central Purchase Unit & Stores
<b>Will also work very closely with</b>	<u>Key Internal:</u> Faculty & Staff <u>Key External:</u> Vendors
<b>No. of Positions &amp; Job Location</b>	<b>One Position – BITS Hyderabad Campus</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Should know the indenting process and handle purchase meetings with vendors, prepare comparative quotation statements, and issue of Purchase orders.</li> <li>• Receiving &amp; inspecting all incoming materials and reconciling with purchase orders; processing and distributing documentation with purchase orders; reporting, documenting and tracking damages and discrepancies on orders received.</li> <li>• Arrange for the storage in appropriate places and ensures safe keeping both as to quality and quantity of materials.</li> <li>• Store materials, supplies, equipment, etc. according to weight, temperature, size, safety precautions or other concerns. Maintains the warehouse, records area and stores area in a neat and orderly manner.</li> <li>• Record the receipt and issue of material in the respective bin card and store ledger to indicate the quantity of stock held by the store every time.</li> <li>• Dispense stock from storeroom by measuring, counting and/or cutting requested amounts requiring knowledge and experience handling the goods or materials; documents for inventory and billing purposes.</li> <li>• Review stock/inventory reports and uses specialized knowledge of goods to estimate needs and order appropriate quantities of standard and special-order items, recommends and implements additions or deletions to standard stock items.</li> </ul>



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### General Administration Unit

	<ul style="list-style-type: none"><li>• Initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof. Also stoppage of further purchasing when the stock level approaches the maximum limit.</li><li>• Issue materials only in required quantities against authorised requisition notes/material lists.</li><li>• To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.</li><li>• Counts inventory periodically and reconcile with records and/or inventory tickets; performs annual inventory count and reconciliation; reports to auditors or designated departments; researches and resolves discrepancies.</li><li>• Advises users/customers regarding stock items or supplies suitable for needs using knowledge of and experience with goods or materials.</li><li>• Tracks surplus items; prepares lists for items to be sold at auction.</li></ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"><li>• Any Graduate, Preferably Diploma in <b>Purchase</b> and Stores Management</li><li>• 5-6 years of experience in purchase and stores in reputed organizations/educational institutions.</li></ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Knowledge of goods or materials in assigned storeroom.</li><li>• Knowledge of basic buying and purchasing practices.</li><li>• Knowledge of inventory principles and practices.</li><li>• Knowledge of supervisory principles and practices.</li><li>• Skill in appropriate use of goods and materials in storeroom.</li><li>• Good Knowledge of MS-Word, Excel and excellent internet/Email experience.</li><li>• Willingness to learn and to do hard work.</li></ul>
<b>Compensation</b>	Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25,500/- per month plus DA and other benefits as per Institute Norms