



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

Position Title	Administrative Assistant
Appointment	Full-time
Reporting to	Head - Finance & Commercial
Department	Purchase
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East. BPDC is approved by the University Grants Commission and Ministry of Human Resource Development, Government of India and by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India. BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization. BPDC offers B.E, BBA, M.E., M.B.A. and Ph.D. programmes in various engineering and allied disciplines, with nearly 1500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 400 companies, facilitates



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	industry attachment for students in preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To provide comprehensive administrative and operational support to the purchase department in sourcing materials, equipment, and services. Ensure accurate documentation, timely coordination with suppliers and internal departments, and maintain proper records to facilitate efficient purchase operations and compliance with institutional policies.
Key Responsibility Areas	• Responsible for providing administrative support to the purchase department for the sourcing of materials, equipment and services. • Assist in preparing the quotation comparison sheet and purchase orders based on the approved purchase documents. • Coordination with suppliers for order confirmation, delivery schedules, invoices and other required information. • Ensure proper documentation and filing of purchase request forms, quotations, purchase orders, delivery notes, invoices and other supporting documents. • Maintain the records of all the purchase-related activities in an Excel sheet to track the status from the initial request to the final delivery of the material to the institute. • Preparation of various reports related to purchases for management analysis. • Coordination with other departments in the institute to ensure smooth processing of the purchase. • Support to adhere to purchase policies and audit requirements. • Perform other administrative duties as assigned by the Head of the Department.



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Competencies Required	• Experience working in the purchase department. • Must have an understanding of purchase principles and procedures. • Excellent MS Excel, Word and presentation slides. • Good communication and written skills for vendor coordination.
Educational qualification	Any undergraduate degree with relevant experience in the Purchase department.
Experience	Minimum 3-4 years
Remuneration & benefits	Commensurate with qualifications and experience
Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by 17-November-25. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.	