



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION

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| About BITS, Pilani | <p>Birla Institute of Technology & Science, (BITS Pilani) is an Institute of Eminence conferred by the Ministry of Education, Govt of India. and is globally renowned as a science, technology & management institute. It is located in Pilani, Rajasthan, India. In addition, has campuses in Dubai, Goa, Hyderabad & Mumbai.</p> <p>Work Integrated Learning Programmes (WILP) was established in 1979 to focus on providing continuing education to working professionals across different sectors. WILP offers BSc, B. Tech, M. Tech, MBA and Certificate programmes. And for last 45 years, it's amongst the most successful corporate education brand with 1.31Lac graduates, 360+ corporate partners and 46,000 active learners across 50+ programmes.</p> |
| Industry/Service | Higher Education, Executive and Corporate Education |
| Post/Job Title | Assistant Manager - Procurement |
| Job Type | Regular, Full time |
| Reporting to | GM - Finance & Commercials |
| Will also works very closely with | Key External: Vendors Key Internal: All the Staff Members |
| No. of positions | One Position |
| Job Location | Hyderabad |
| Principal Accountabilities & Responsibilities | <p>Procurement:</p> <ul style="list-style-type: none">• Sourcing and engaging reliable suppliers and vendors.• Negotiating with suppliers and vendors to secure advantageous terms.• Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.• Developing procurement strategies that are inventive and cost-effective.• Building and maintaining long-term relationships with vendors and suppliers.• Sharing purchase orders and organizing and confirming delivery of goods and services.• Performing risk assessments on potential contracts and agreements.• Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.• Preparing procurement reports.• Multi-tasking and time-management skills, with the ability to prioritize tasks.• Excellent analytical and problem-solving skills related to Procurement.• Submit vendor bills or invoices to Accounts dept for processing along with all the supporting's |

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| Qualification and Personal Profile | <ul style="list-style-type: none">• Post - Graduate in any discipline• At least 7 years of experience with exposure to Procurement and General Administration Activities |
| Other Skill and Ability Requirements | <ul style="list-style-type: none">• MS – Office• Planning, Execution focus, Proper communication• Supporting all the internal stakeholders• Ensuring Proper Documentations• Proper Utilization of Organization resources• Safe and Healthy Workplace |