



Birla Institute of Technology & Science, Pilani

Pilani Campus

JOB DESCRIPTION

About BITS, Pilani	<p>Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act 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.</p> <p>Work Integrated Learning Programmes (WILP) was established in 1979 focuses on providing continuing education to working professionals across different sectors. WILP offers BSc, B. Tech, M. Tech, MSc, Diploma and Certificate programmes to working professionals.</p>
Industry/Service	Higher Education
Post/Job Title	Executive – Finance & Commercials
Job Type	Regular, Full time
Reporting to	Head -Finance & Commercials
Will also work very closely with	<ul style="list-style-type: none"> • Vendors/Suppliers, Regulatory Authorities • Faculty & Staff
No. of positions & Job Location	One Position in Hyderabad
Principal Accountabilities & Responsibilities	<p>Key Responsibilities:</p> <p><u>Procurement:</u> -</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



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Qualification and Personal Profile	<ul style="list-style-type: none">• CA Inter/CMA Inter/MBA Finance/Any relevant PG.• Minimum 1-3 years of relevant experience in Procurement.• Prior experience in the Education industry is desirable.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Strong proficiency in vendor negotiations, contract management, and financial transactions.• Excellent analytical, communication, and organizational capabilities.• He / She is responsible for doing the timely and cost-effective procurement and also responsible for submission of the bills with supporting to the accounts till for timely processing of the bills.• Supporting all the internal stakeholders• Ensuring Proper Documentations• Proper Utilization of Organization resources• Safe and Healthy Workplace
Compensation	Up to 5.5 Lakhs per annum commensurate with experience