



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

JOB DESCRIPTION

About BITS Pilani	Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry	Higher Education
Post/Job Title	Manager (Procurement)
Job Type	Regular, Full Time
Reporting to	Director/Dean Administration, Pilani Campus
Will also work very closely with	Internal: With relevant stake holders (institute-wide) as per the job requirements. External: As per the job requirements
No of Position	One
Location	Pilani
Principal Responsibilities	• Planning, developing and buying materials, parts, supplies and equipment's in a timely and cost effective way; timely manner while maintain appropriate quality standards and specifications. • Prepare purchase requisitions, approve and issues purchase order in accordance with institute policy and negotiated terms and conditions. • Identify potential cases for consolidating purchase across various businesses in order to achieve bulk/volume purchase advantages; if required, by suggesting feasible alternative to respective indenters to standardize the requirement. • Review and renew contracts as required to enable effective trading. • Review, evaluate and approve specification for issuing and awarding bids. • Resolve any quality issue/ deviation/documentary deficiency / installation difficulties noted in the product / services availed with the vendor so as to make the product / service "ready to use". • Discuss defective or unacceptable new goods or services with users, vendors and other to determine cause of problem and take corrective and preventative action. • Stock updation, verification and inventory evaluation. • Managing store operations ensuring optimum inventory levels to achieve maximum cost saving without hampering the process. • Liaise with Accounts department to ensure accurate and timely payments of invoices, as necessary for the business with the supplier. • Analyze market and delivery systems in order to assess present and future material availability. • Represent organization in negotiating contracts and formulating policies with suppliers. • Build and develop relationship with key suppliers and customers.



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	• Prepare documentation, systems and procedures in order to enable upgrading to ISO compliance in each area of business, including records, vendor feedback, process parameters and role objectives. • Plan to reduce work complexity, by simplification and standardization. • Meeting the Institute standards and system compliances with the business continuity. • Facilitate the foreign procurement and payments.
Qualification and Experience	• Full Time Post Graduate degree (preferably MBA in Finance / Supply Chain Management / Operations / Logistics and Material Management) from a reputed Institute with 7 years of relevant experience. • Proficiency in Microsoft Office. • Experience in ERP accounting modules, preferably in PeopleSoft. • Experience in handling the foreign procurement processes. • Should not be above 50 years of age as of 1 Aug 2026.
Other Skill and Ability Requirements	• Ability to plan, direct or coordinate the activities and communicate effectively across a range of stakeholders (institute-wide), such as faculty and staff members, administrators, external agencies, commercial and government entities etc. • Strong verbal, written, presentation and facilitation skills. • Knowledge of procurement principles, theories and processes preferred. • Prior experience of working in academic environment preferred.
Remuneration	Suitable candidate will be placed in Level 11 with a minimum pay of Rs. 67,700/- per month plus DA and other benefits as per Institute Norms.