



# Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

## JOB DESCRIPTION

<b>About BITS Pilani</b>	<b>Birla Institute of Technology &amp; Science, Pilani</b> 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 <b>Section 3</b> of the <b>UGC Act 1956</b> 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.
<b>Industry</b>	Higher Education
<b>Post/Job Title</b>	<b>Manager (Purchase)</b>
<b>Job Type</b>	Regular, Full Time
<b>Reporting to</b>	<b>Director/Dean Administration, Pilani Campus</b>
<b>Will also work very closely with</b>	Internal: With relevant stake holders (institute-wide) as per the job requirements. External: As per the job requirements
<b>No of Position</b>	<b>One</b>
<b>Location</b>	<b>Pilani</b>
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Prepare purchase requisitions, approve and issues purchase order in accordance with institute policy and negotiated terms and conditions.</li> <li>• 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.</li> <li>• Review and renew contracts as required to enable effective trading.</li> <li>• Review, evaluate and approve specification for issuing and awarding bids.</li> <li>• 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".</li> <li>• Discuss defective or unacceptable new goods or services with users, vendors and other to determine cause of problem and take corrective and preventative action.</li> <li>• Stock updation, verification and inventory evaluation.</li> <li>• Managing store operations ensuring optimum inventory levels to achieve maximum cost saving without hampering the process.</li> <li>• Liaise with Accounts department to ensure accurate and timely payments of invoices, as necessary for the business with the supplier.</li> <li>• Analyze market and delivery systems in order to assess present and future material availability.</li> <li>• Represent organization in negotiating contracts and formulating policies with suppliers.</li> <li>• Build and develop relationship with key suppliers and customers.</li> </ul>



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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Plan to reduce work complexity, by simplification and standardization.</li> <li>• Meeting the Institute standards and system compliances with the business continuity.</li> <li>• Facilitate the foreign procurement and payments.</li> </ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• <b>Post Graduate degree</b> (preferably MBA in Finance / Supply Chain Management / Operations / Logistics and Material Management) from a <b>reputed Institute with 7 years of relevant experience</b>.</li> <li>• Proficiency in Microsoft Office.</li> <li>• Experience in ERP accounting modules, preferably in PeopleSoft.</li> <li>• Experience in handling the foreign procurement processes.</li> <li>• Should not be above 50 years of age as of 1st Jun 2025.</li> </ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Strong verbal, written, presentation and facilitation skills.</li> <li>• Knowledge of procurement principles, theories and processes preferred.</li> <li>• Prior experience of working in academic environment preferred.</li> </ul>
<b>Remuneration</b>	Suitable candidate will be placed in <b>Level 11 with a minimum pay of Rs. 67,700/-</b> per month plus DA and other benefits as per Institute Norms.