Job Description

Job Title: Deputy Manager (Purchase – Stores)  
Job Location: Patiala

Position Reports: Head - Commercial

Main Purpose
The primary focus of this role is complete Procurement, Inventory and Stores Management, activity such as a call offers, make comparatives, negotiate and place the Purchase Order and expedite the delivery, and manage and make supplier payments as well as vendor registration, vendor evaluation, Material, issue, storage, inventory management, maintains store records, etc.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Bachelor of Engineering from reputed institute and MBA from a leading B. School.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>15 to 20 years of experience in the Procurement, Inventory and Stores Management function.</td>
</tr>
<tr>
<td>Age</td>
<td>Preferably 40 to 45 Years</td>
</tr>
<tr>
<td>Competency</td>
<td>Day to day routine work of Purchase and Stores related activity. Working with the team and follow-up skills. Competent in problem solving, team building and commercially aware. Preferably exposure to ERP based working.</td>
</tr>
</tbody>
</table>

Specific Accountability & Job Responsibility
• Experience in the Purchase – call offers, make comparison, negotiate, place Purchase Orders, follow up delivery and payment processing.
• Work requires high level of competence in the commercial aspects of procurement and imports- GST, customs clearances
• Good liaison with the dealers, CHA Agents, other third party agencies
• Highly proficient in the ERP based working environment
• Must have good experience in the work order and contracting
• Knowledge of the procurement of large span of items from Lab Chemicals, equipment, machinery and civil construction materials, electrical items and sanitary fittings
• Very energetic, dynamic and pro-active at work
• Very competent in completing the procurement
• Work together with the indenter / user departments to ensure that required parts are made available to user departments.
• Develop & maintain strong relationships with internal & external stakeholders to ensure optimal performance.
• Experience in the store’s management activities such as unloading, receipt and issue as well as posting in the Stock ledger.
• Managing the physical loading, unloading, storage, and Identification and preservation of the stores.
• Periodic physical stock verification of the stores from time to time and annual stock verification.
• Liaison with the purchase for the low stock and overstock items and follow up for the same.
• The capability of handling stores with a very large number of items like consumables, office stationery, cleaning material, civil, electrical, and MEP items and general stores shall be preferred.
• Work together with the indenter/user departments to ensure that required parts are made available to user departments.
• Scrap disposal, E-Waste & Hazardous waste regulations where relevant, Used Oil, and Bio-Medical Waste.
• Develop & maintain strong relationships with internal and external stakeholders to ensure optimal performance.

Compensation
• Compensation will not be a constraining factor and will be the best in the sector.
• Interested candidates can send their CVs with covering letter by email (amandeep.dhot@thapar.edu) by 30th May, 2023.