

**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.

<b>Qualification</b>	Bachelor of Engineering from reputed institute and MBA from a leading B. School.
<b>Experience</b>	15 to 20 years of experience in the Procurement, Inventory and Stores Management function.
<b>Age</b>	Preferably 40 to 45 Years
<b>Competency</b>	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.

**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 30<sup>th</sup> May, 2023.