



V. K. Trade Centre, 3rd Floor, Opp. Downtown Hospital
G.S. Road, Guwahati-781022

Advt. No.: 02/09/2020

Dated: 24.09.2020

Designation	Min Qualification & Experience	Location	Age	Type of Employment	Report To
Team Member-Sourcing	Any graduate preferably with MBA with min 5 years of experience	Guwahati	Below 40 Yrs	Permanent	Lead - Procurement

Roles and Responsibilities

- To assist the Lead Procurement in Estimate and establish cost parameters and budgets for purchases
- To create and maintain good relationships with vendors / suppliers
- Maintain records of purchases, pricing, and other important data
- To review and analyse all vendors / suppliers, supply, and price options and update Lead Procurement accordingly
- To develop plans for purchasing equipment, services, and supplies
- To negotiate the best deal for pricing and supply contracts
- To prepare budgets, costs analyses and reports
- To ensure that the products and supplies are high quality
- To maintain and update a list of suppliers and their qualifications, delivery times, and potential future development
- To follow and enforce the company's procurement policies and procedures
- To Manage inventories and maintaining accurate purchase and pricing records
- Working with legal counsel to ensure that all contracts relating to product procurement containing all details of the negotiation
- Procurement of healthcare goods, office furniture, IT, civil and other material as per public procurement guidelines, preparing procurement plan
- Processing Purchase Requests of various user departments, its assessments, making procurement strategies, preparing bid documents, bid evaluation and placement of orders
- Receipt confirmations, Processing bills and coordination with Finance for payments to vendors
- Market survey and bring value for money, procurement & logistics management with transparency and efficiency