

JOB DESCRIPTION

1. Post code: P0101

Name of Post	Manager – Purchase
Level	Pay Level – 12 of 7CPC (78800-209200)
No. of positions	01
Place of Posting	Delhi

Essential qualifications and experience required for the post of Manager - Purchase are detailed hereunder:

Gross Emoluments	Admissible Benefits included central DA, HRA and benefits like medical reimbursement, subsidy for purchase of house/ conveyance, reimbursement of membership of professional bodies, Contributory Provident Fund, LTC, Gratuity, Leave Encashment, Lease Facility, Broadband and Mobile Bill reimbursement, etc. as per C-DOT rules, as applicable from time to time.
Mode of Recruitment	DIRECT RECRUITMENT
Profile	<p>A. Job Profile:</p> <ul style="list-style-type: none">• Developing purchasing strategies, maintaining positive relationships with suppliers, coordinating with internal teams regarding their supply needs.• Self-starters with positive attitudes and high levels of motivation.• Goal-oriented individuals and adept problem solvers, they work hard to ensure that they exceed objectives and constantly improve their methods.• Developing and implementing purchasing strategies.• Managing daily purchasing activities, supervising staff, and allocating tasks.• Managing supplier relations and negotiating contracts, prices, timelines, etc.• Maintaining the supplier database, purchase records, and related documentation.• Coordinating with inventory control to determine and manage inventory needs.• Working to improve purchasing systems and processes.

	<ul style="list-style-type: none"> • Training new employees in the purchasing process and utilisation of the same. • Ensure smooth functioning of existing ERP system in-line with Organization's goals & objectives through ERP • Monitor costs and expenses to assist in budget preparation • Keep abreast with all organizational changes and developments and adhere to policies and regulations • Maintenance of all related records and clearance of old records • Shall also be responsible for any additional works assigned from time to time by the Management <p>B. Skill Sets required:</p> <ul style="list-style-type: none"> • Supervisory and management experience. Ability to manage multiple priorities, work efficiently under pressure and consistently meet schedule. • Proficiency in Microsoft Office and purchasing software. • Knowledge of e-procurement through GeM or CPPP • Excellent communication skills, both written and verbal. • Strong critical thinking and negotiation skills. • Ability to work independently with strong planning and organizational skills. • Excellent verbal communication and interpersonal skills • Experience using Microsoft Office (Word, Excel, etc). • Highly organized and detail-oriented. Knowledge of ERP Practices • Willing to work as per the set Purchase Processes and policies. • Knowledge of C-DOT technology products and solutions is preferred <p>The candidate must exhibit capability to adhere to strict timelines and discipline.</p>
Eligibility Conditions	<ul style="list-style-type: none"> • A minimum 10 years working experience in Central Govt./State Govt./Educational Institute of Government/ Autonomous body/ University//reputed private organisations, including minimum experience of 8 years in Pay Level-10 (7CPC) or 3 years in Level-11(7CPC) in similar capacity.

Qualifications

- Graduate from UGC Recognized University
- PG Diploma/ Master's degree in Management / Operations / Business Management/Material Management/Logistics Management

Experience

- At least 10 years of total professional experience in the profile mentioned above.

Age Limit

- Maximum limit of 40 years as on last date for receipt of applications
- **Application through Proper Channel:** Applicants, employed in Govt./Semi Govt., PSUs, government institutions and autonomous institutions should apply through proper channel. If NOC is not submitted along with the application, it has to be submitted at the time of Interview, failing which they will not be permitted to attend the Interview.

Note: The crucial date of determining the age limit and experience shall be the closing date for receipt of application.

Screening of applications will be based on qualification, age, academic record and relevant experience. C-DOT reserves the right to fix higher threshold of qualification and experience for screening and limiting the number of candidates for personal interview. Only shortlisted candidates shall be invited for selection interviews.