

	<b>JOB DESCRIPTION</b>
<b>Job Title</b>	Purchase Officer
<b>Reports to</b>	Deputy Director Administration
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensuring the purchase procedure to be followed as per the SOP.</li> <li>• Supporting in demand and procurement of material as per the requirements.</li> <li>• Keep the updates about market rates, vendor development etc.</li> <li>• Support to prepared enquiry letters / comparison statement / PO /WO / internal approval letters / keeping proper.</li> <li>• Receive and checking of incoming/ordered material as per PO / WO of material along with invoice / challan.</li> <li>• Keep record of details of each and every material which received on behalf of the institute.</li> <li>• Ensure proper record of issue of every material to any employee and student.</li> <li>• Maintain the proper stock level for consumables and raise the requisition well in advance.</li> <li>• Close all the open PO / WO in that financial year.</li> <li>• Evaluate suppliers and monitor the performance of supplier.</li> <li>• Initiate stock verification procedure every year and get it completed from all the departments and sections.</li> <li>• Maintaining dead stock of registers of furniture.</li> <li>• Any other work as assigned by the reporting authority / Deputy Director / Director / Management from time to time.</li> </ul>	
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• MBA, Master Degree in any discipline</li> </ul>	