

## JOB DESCRIPTION

<b>Position/Designation</b> : Manager- Central Procurement (MEP)	
<b>Department</b> : Procurement	<b>Cell</b> : Central Procurement
<b>Location</b> : Corporate Office	<b>Reports To</b> : General Manager – Central Procurement

### Job Purpose:

Procurement of all electrical materials and services for pan India projects.

### Job Duties and Responsibilities

- Assist category head in spend analysis, vendor base analysis
- Prepare comparative analysis of quotes, manage correspondence with vendors during award process
- Documentation of all tender related correspondence, approval notes and clarifications
- Organise Kick off meeting with project team and vendor
- Interface with finance and accounts and project commercial manager office for contract securities administration at the time of award
- Review of tender documents by Design and identify areas for Value engineering if any
- Tender Float, Pre-bid meetings with all stakeholders, Negotiation & Award of contract
- Collection of Initial Securities (e.g. PBGs) at the time of contract award
- Organise Kick off meeting with project team and vendor
- Post-Award Coordination up to Mobilization (For contracts that are awarded by Procurement)
- Co-ordination with vendors for material delivery post award of purchase order - imports only
- Issue clarification on contract terms to project commercial manager if required

### Interactions

- **Internal Interactions:** Design, Commercial, Accounts, Construction Management, Cost Management
- **External Interactions:** Vendors, Contractors and suppliers

### Job Requirements

Educational Qualification : B.E./B.Tech/Diploma - Electrical

Work Experience : 8+

Special Requirements : SAP exposure preferred

Key Competencies : Negotiation skills, Co-ordination and communication skills.