



**Job Title:** Officer (Purchase)

**Location:** Institute of Rural Management Anand (IRMA), Anand - Gujarat

**About IRMA:**

The Institute of Rural Management Anand (IRMA) is a premier, national level Institute for Postgraduate, Doctoral and Mid-career/in-service education, research, and consulting in rural management. Founded in 1979, IRMA's mission is to promote all-around sustainable Rural Development through professional management.

**Role Summary:**

The candidate's primary responsibility is to plan and monitor the departmental activities of the Purchase Department. The candidate would be responsible for procuring materials and other services in a timely manner through cost-effective means while adhering to the policies.

**Role Description:**

**Sourcing and Vendor Management:**

- Identify and evaluate potential suppliers for procurements and other services of the Institute.
- Develop and maintain strong institutional relationships with vendors and negotiate favourable terms and conditions.
- Conduct regular supplier assessments and audits to ensure quality standards are met.

**Purchase Order Processing:**

- Receive purchase requisitions from various departments and review specifications and requirements.
- Prepare and issue purchase orders to approved vendors, ensuring accuracy and adherence to procurement policies and procedures.
- Monitor purchase order status and follow up with vendors to ensure timely delivery.

**Price Negotiation and Cost Control:**

- Negotiate pricing, terms, and discounts with suppliers to achieve cost savings without compromising quality.
- Continuously monitor market trends, price fluctuations, and competitive offerings to identify cost-saving opportunities.
- Collaborate with the finance department to analyze and control procurement costs.

**Inventory Management:**

- In consultation with the departments, maintain appropriate inventory levels of Institutional products and materials.
- Coordinate with the Store to ensure accurate stock levels, minimize stock-outs, and reduce excess inventory. Conduct periodic stock checks and implement inventory control measures to prevent losses or wastage.



**Compliance and Documentation:**

- Ensure compliance with regulatory requirements related to Institutional procurement.
- Maintain accurate records of procurement activities, purchase orders, invoices, and AMC, ARC.
- Assist in conducting internal and external audits related to procurement and supply chain management.

**Team Collaboration:**

- The job holder will be responsible to collaborate with cross-functional teams to ensure smooth procurement. S/he will be required to provide support to internal stakeholders by addressing procurement-related queries and issues.

**Qualification and Experience:**

- Master's degree preferably in Business management / material management
- Minimum five years of relevant work experience in the relevant field.
- Proficient computer skills along with Issuing digital purchase reports including cost analysis
- Good at oral and written English communication

**Age:**

The candidate's age should preferably be in the age group of 30 to 35 years.

**Nature of Appointment**

The position would be purely for three years on a contractual basis. Based on the performance and institutional requirements, it may be extended.

**Remuneration:**

The consolidated remuneration will be commensurate with the candidate's qualifications, experience and fit with the position, and it will include all the monthly emoluments and Institutional benefits as per the rules and regulations.

**To Apply:**

Interested candidates may please apply online by September 17, 2023, i.e., 23:59 at <https://www.irma.ac.in/careers/careers.php>.

**Please Note:**

- The IRMA Director reserves the right to relax the prescribed selection criteria in the advertisement in case a suitable candidate is found fruitful for the position.
- The Institute reserves the right to change/apply appropriate shortlisting criteria in case of a large number of candidate applications.



- Only short-listed candidates will be called for the interview, and no correspondence/interim enquiries/telephonic enquiries in the matter will be entertained.
- IRMA is committed to equal opportunities and inclusion of all social groups, including people belonging to minority groups, Gender, Scheduled Castes, Scheduled Tribes, Other Backward Classes, and persons with disabilities.
- Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview.