



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Assistant Manager-Contracts

Overall Job Functions:

The Assistant Manager will be responsible for carrying out day to day office routine work, prepare/vet tender documents, performing other functions related to Tendering & Contracting under the supervision of Assistant General Manager-Contracts.

Job Description:

- Prepare/vet the tender/contract/work order documents with proper contractual provisions based on strategy discussions, senior management input, and Institutional needs and expectations to safeguard Institute interest.
- To coordinate with user department for E-tending process for procurement of Services including checking requirement for tendering, BOQ, attachments, etc.
- Updating/Maintaining of Register for E-tending items, Work Order/Contract agreement details and other day to day activities.
- Record keeping of all Tender Documents, Work Order/Contract agreement.
- Arrange and Coordinate for events like pre-bid meeting as necessary
- Create PR/PO, Reports in SAP (MM module)
- Provide general office assistance

Qualification, Experience & Skill Requirements:

- The candidate should be a graduate (full time) preferably B.E. with first class OR a post graduate (full time) from any recognized university and should have minimum 5-7 years of relevant experience.
- A post graduate management degree would be preferred.
- The candidate should have in depth understanding of contractual clause, should have hands on experience of working on contracts documents.
- The candidate should be acquainted with E tending process, Procurement of Services/Material in Government Organization preferably reputed Educational Institute. Knowledge on General Financial Rule (GFR) 2017 will be an added advantage.
- The candidate should be able to analyse the documents submitted by vendor for pre-qualification like Balance sheet/ Profit & Loss account, Company registration documents, etc.
- The candidate should have excellent communication skills (both written & verbal), analytical and interpersonal skills and multi-tasking abilities.
- The candidate should be fluent in English communication, should be capable to handle queries successfully, and should be flexible to work as per the department's requirements.
- In depth knowledge of MS-Office (Excel, Access, Word, Power Point) and SAP (MM module) is essential.

- The candidate should have information gathering skills, understanding of basic office administrative processes is necessary.

Age: Max. 35 years.

Last date to apply: June 25, 2021

This position will be on **Third Party Payroll**.

To apply, please fill google form on the link- <https://forms.gle/KGjmZLYDYeBBAbz98> and upload the resume in the google form.