



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Executive-Procurement

Stores & Purchase Department requires Executive-Procurement for its Maintenance Store.

Job Description:

Assistance to Stores & Purchase Department (Maintenance Store)

- Tagging and Technical Verification of items during goods receipt and issue, record keeping, monitoring of stock levels, Inventory Management (Exposure to SAP MM is desirable)
- Assistance for Tendering process (Preparation of Bid documents, Bid Evaluation, Bid Analysis etc. using GEM / e-Procure)

Qualification, Experience & Skill Requirements:

- The candidate should be any Graduate/Diploma holder from recognized university/board with Good Written/Oral Communication and analytical skills having exposure to the functions of Stores and Purchase department.
- Minimum 3 years of relevant experience is required.
- Knowledge/Understanding of technical items used by various engineering departments (i.e. Civil, Electrical etc.) is essential.
- Knowledge of MS-Office, SAP-MM and other application software is desirable.
- Person with Exposure to GEM, e-Procure will be preferred.

Age: Max. 35 years.

Last date to apply: July 08, 2021

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

To apply, please fill google form on the link - <https://forms.gle/LRMLfdRfWq546mVy6> and upload the resume in the google form.