

## Indian Institute of Management Guwahati

*Requires*

### **Stores & Purchase Officer**

Indian Institute of Management Guwahati is looking for a **Stores & Purchase Officer** who will build the entire supply chain and purchasing infrastructure from scratch.

#### **Brief Job Description (though not exhaustive):**

- Design and implement the institute's procurement policies, standard operating procedures (SOPs), and approval workflows. Undertake inventory management covering entire range of allied activities namely logistics, stores, spares, and service inventory.
- Identify, evaluate, and onboard reliable vendors, contractors, and service providers across all campus operational needs.
- Negotiate commercial terms, service level agreements (SLAs), pricing structures, and credit periods to maximize cost savings.
- Develop standards for contracts, including terms for deliverables, payment terms, general language and provisions in a manner compatible to rules and regulations as applicable.
- Maintain an active vendor rating system to evaluate supplier performance, quality, and delivery timelines.
- Spearhead the end-to-end procurement lifecycle for the institute's foundational setup, managing everything from academic materials to campus infrastructure. Additionally, collaborate closely with the IT Manager to evaluate and secure critical technology assets, including enterprise software licenses, campus Wi-Fi infrastructure, hardware, and advanced security systems, ensuring all purchasing aligns with strict quality, budget, and timeline requirements.
- Align all purchase orders with departmental budgets, proactively reporting potential variances to the Finance Manager. Sync closely on payment terms, invoice verification, cash flow forecasting, and budget allocations
- Ensure the systematic process of material movement- issue / receipts with appropriate accounting and documentation.
- Manage material rejection, write-off, scrap, non-moving material, disposal, and claims handling for defective material.
- Undertake periodical physical stock verification of inventory.
- Preparation of Institute MIS reporting system for smooth information flow.
- Maintain liaison with users (indenters) and prepare quarterly and yearly procurement plans.
- Oversee Institute's contract development and management activities, and enforce principles of integrity and compliance.
- Collaborate on sourcing annual maintenance contracts (AMCs) for HVAC, security, housekeeping, and campus transport.
- Perform any other duties assigned by the competent authority from time to time.

**Qualification & Experience:**

- Master's degree in Management, Administration, Commerce or related field with atleast 8 years of experience in the role of Stores & Purchase.
- Knowledge and experience in Govt./ PSU/ central autonomous bodies in similar roles is preferred.
- It is desirable that the applicant should have the working knowledge of ERP, GeM portal, GFR 2017, FR & SR and relevant Central Government rules and procedures.

**Age:** Max. 40 years as on the last date of application. The Institute provides age relaxation as per GOI rules.

**Location:** Guwahati, Assam.

**Salary & Allowances:** This position is offered as a three-year term based appointment with Pay and benefits in Paylevel 08 under 7<sup>th</sup> CPC. Based on the individual performance, the position may be adjusted against sanctioned position.

Interested candidates are requested to APPLY ONLINE ONLY latest by **June 06, 2026**.

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