



JOB DESCRIPTION

JOB TITLE: Senior Manager Procurement	DEPARTMENT: Procurement
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Calls quotations against the e-purchase requisitions approved from the committee after having reviewed the requisitions thoroughly and discussed with the respective department. Also handles purchases of other campuses if approved by the Vice President Admin & Finance.2. Ensures purchases are done as per laid down procedures.3. Ensure supplies/services are procured in timely manner, especially in events like Convocation, Orientation, National Research Conference etc.4. Responds on the ePR's against the query asked and ensures that it is supported with historical record.5. Ensures recommending suitable vendor to the committee on the basis of quality, price, experience, technical expertise and delivery time etc.6. Prepares purchase order based on the recommendation on comparative statement, gets approval from the concerned authority and coordinates with the vendor for the execution of the work.7. Takes all measures to exercise maximum saving on the purchases, develops alternate supplier for the purpose, and maintains proper record.8. Ensures that documents required for purchasing the goods or services are complete in all aspects along with acknowledgement receipt from the user/dept.9. Supervises and monitors the inventory available in Store room as per the requirement and special requests generated by departments.10. Any other job/task assigned by SZABIST Management.	