

Senior Manager-Procurement

GENERAL

Location of Job: Gurugram

Type of Employment: Permanent

No. of Position: 1

Reporting to: Senior Director-Programme

1. JOB PURPOSE

We are seeking an experienced and dynamic Senior Manager-Procurement to oversee and manage decentralized procurement activities across PAN India. The ideal candidate will have a proven track record of successfully managing procurement processes, negotiating contracts.. The Senior Manager will play a key role in optimizing costs, ensuring compliance with company policies and procedures, and fostering strong relationships with suppliers.

2. KEY ACCOUNTABILITIES

1. Procurement Strategy and Implementation:

- Develop and implement strategies for decentralized procurement operations across PAN India.
- Collaborate with regional teams to ensure efficient and effective procurement processes.
- Establish and maintain standardized procurement procedures to streamline operations.
- Contribute to the analysis of the current situation, cost, market, and SWOT analysis.
- Actively participate in supplier base review and definition.
- Support the creation of Action Plans at Head Office, Regional, and/or Project levels.
- Provide reports and analysis related to procurement strategy.
- Contribute to legal protection, SLA's, and operative clauses during the contractual phase.
- Coordinate vendor qualification and rating processes, including audits and supplier development.

2. Budgeting:

- Collaborate with key stakeholders to understand organizational goals and procurement needs.
- Formulate an annual procurement budget aligning with strategic objectives and operational requirements.
- Ensure budgetary allocations account for potential cost fluctuations and market dynamics.
- Provide input for macro-economic analysis and material cost hypotheses.
- Prepare documentation for revised budget sessions.

- Provide value-added ideas and projects to reduce costs and increase productivity.

3. **Innovation:**

- Contribute to the continuous development and improvement of procurement processes, procedures, tools, training, and talent development programs.
- Assist in finding solutions for project needs in remote locations
- Proactively provide insights on new materials, organize supplier presentations, and ensure follow-up on agreed Action plans.
- Evaluate and implement procurement technologies that enhance efficiency and cost-effectiveness.
- Leverage automation to reduce manual efforts and associated costs

4. **Sourcing and Vendor Management:**

- Manage contract and claim processes at regional and local levels.
- Insert contracts on a shared repository and monitor compliance.
- Define supplier hierarchy and carry out activities for supplier and material coding.
- Negotiate contracts and agreements to secure favourable terms for the organization.
- Update supplier scorecards.

5. **Compliance and Risk Management:**

- Ensure compliance with company policies, regulations, and industry standards.
- Identify, assess and mitigate potential financial risks associated with procurement activities.
- Develop contingency plans to address unforeseen budgetary challenges.

- Collaborate with legal and compliance teams to address contractual and regulatory issues.

6. **Cost Optimization:**

- Analyse procurement data to identify cost-saving opportunities.
- Implement strategies to optimize costs while maintaining high-quality standards.
- Monitor market trends and conditions to stay informed about industry pricing and best practices.

7. **Reporting:**

- Prepare comprehensive budget reports for senior management and other stakeholders.
- Communicate budgetary performance, challenges, and recommendations effectively.
- Provide insights and analysis to support strategic decision-making.

3. Other Indicative Requirements

Educational Qualifications	<ul style="list-style-type: none">• Bachelor's degree in Business Administration, Supply Chain Management, or a related field.• Professional Procurement Certification (e.g., CPSM-Certified Professional in Supply Management, CIPS-Chartered Institute of Procurement & Supply, CPPP-Certificate Program in Public Procurement, Certificate Program in e-Procurement) preferred.
<ul style="list-style-type: none">• Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)	<ul style="list-style-type: none">• Minimum 15 years of experience in procurement with a focus on strategy, negotiation, and team leadership.• Experience in Non-Profit sector will be preferred• Strong analytical and problem-solving skills.• Excellent communication and interpersonal skills.• In-depth knowledge of procurement best practices and market trends.• Expertise in Excel and Power point (MS Office)

How to apply

Interested candidates can mail their detailed resume at **contact@peopable.co.in** (**Please mention the position name in Subject**)