

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated professionals with relevant experience.

Position: Procurement Manager

Location: Sector-7, Noida, Uttar Pradesh - 201 301

Compensation: As per Market Standards.

Joining: Should be able to join within a 15 days' time upon selection

Job Overview:

The Procurement Manager is responsible for overseeing and managing the procurement process of goods and services required for the foundation's operations. This includes managing sourcing strategies, vendor relationships, contracts, and ensuring that the procurement function operates efficiently and in compliance with organizational and legal requirements. The role involves close collaboration with various internal teams, external vendors, and other stakeholders to ensure that all goods and services are procured in a cost-effective, timely, and transparent manner.

Key Responsibilities:

- **Procurement Strategy and Planning:**
 - Develop and implement procurement strategies aligned with the foundation's mission, goals, and operational requirements.
 - Plan and forecast procurement needs for all AROH Foundation's programs and activities.
 - Evaluate market trends and identify cost-effective solutions for acquiring goods and services.
- **Vendor Management:**
 - Identify and evaluate potential vendors, negotiate terms, and establish contracts.
 - Maintain strong relationships with existing suppliers and ensure optimal supplier performance.
 - Monitor vendor performance, address issues, and ensure compliance with contract terms.
 - Conduct regular supplier audits to ensure quality standards, delivery timelines, and compliance.
- **Procurement Process Management:**
 - Oversee and manage the end-to-end procurement process, from requisition to delivery, including tendering, bidding, and contract award.
 - Ensure timely and cost-effective delivery of goods and services required by different teams and projects.
 - Prepare and process purchase orders, track deliveries, and resolve any discrepancies.
 - Ensure all procurement activities comply with the foundation's policies, procedures, and legal regulations.

- **Budget and Cost Control:**
 - Develop and manage procurement budgets in collaboration with program managers.
 - Identify opportunities for cost savings and efficiency improvements in procurement practices.
 - Ensure transparent and accountable spending of procurement budgets.
 - Provide regular reports on procurement expenditure and budget performance.
- **Compliance and Documentation:**
 - Ensure all procurement activities are conducted in compliance with local laws, regulations, and AROH Foundation's ethical standards.
 - Maintain detailed and accurate records of procurement activities, contracts, and supplier agreements.
 - Prepare and submit procurement reports and documentation as required for audits and evaluations.
- **Team Leadership and Development:**
 - Lead, mentor, and develop the procurement team, ensuring they are equipped with the necessary skills and resources.
 - Promote a culture of transparency, accountability, and efficiency within the procurement function.
 - Conduct regular performance evaluations and identify areas for staff training and development.

Qualifications and Requirements:

- **Education:**
 - Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
 - Professional certification in procurement or supply chain management (e.g., CIPS, CPSM) is a plus.
- **Experience:**
 - Minimum 10 years of experience in procurement or supply chain management, with at least 5 years in a managerial role.
 - Experience working with NGOs or in the development sector is preferred.
 - Proven track record of managing procurement processes, including vendor selection, contract negotiation, and cost control.
- **Skills:**
 - Strong negotiation and communication skills.
 - In-depth knowledge of procurement processes and best practices.
 - Strong organizational skills with the ability to manage multiple priorities.
 - Proficiency in procurement software and MS Office Suite (Excel, Word, PowerPoint).
 - Attention to detail and ability to manage complex documentation.
- **Personal Attributes:**
 - Strong ethical standards and a commitment to transparency and accountability.
 - Ability to work under pressure and meet deadlines.
 - Strong interpersonal skills and the ability to work in a diverse and cross-functional environment.

- Problem-solving skills and the ability to think strategically.

Essentials: Smart Phone & Laptop

How to Apply:

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience go to the link <https://aroh.in/Home/career> to apply for the above-mentioned position.

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.

