

JOB DESCRIPTION: MANAGER – PURCHASE & INVENTORY, SNEHA



THE ROLE

The Purchase Manager will be responsible for sourcing equipment, goods and services and managing vendors across multiple categories of procurement. He/she will also be responsible for establishing a robust inventory management system and spearheading the automation process for the purchase domain

RESPONSIBILITIES

- Develop, lead and execute strong purchase policies/strategies
- Seek and partner with reliable vendors and suppliers; and build and maintain good relationships with vendors
- Close deals at optimal terms and conditions
- Track cost effectiveness of purchases and reduce expenses
- Assess, manage and mitigate risks
- Liaise with relevant internal stakeholders and ensure timely processing of bills and payments
- Ensure proper documentation of the process and produce reports as needed
- Maintain a database of approved vendors
- Conduct research to ascertain the best products and vendors available in terms of prices, quality, delivery schedules and credit terms
- Establish and build on a robust inventory management system and protocols
- Assist the core team in the process of automating the purchase and inventory function as per organizational requirements
- Train and supervise the work of team members

MANAGEMENT & REPORTING

- Report monthly to the CEO

PERSON SPECIFICATION REQUIREMENTS

Essential

- Bachelors/Master's degree in supply chain management, logistics or business administration
- Proven work experience in the purchase domain
- Familiarity with sourcing and vendor management
- Technologically savvy with prior work experience of purchase and vendor management software
- Strong leadership capabilities
- Good oral and written communication skills
- Strong analytical and mathematical skills - ability to gather and analyze data and to work with figures
- High ability to adapt to differing needs of internal stakeholders, and to develop and maintain successful working relationships
- High ability to negotiate and network
- Solid judgment and ability to make sound decisions
- Ability to cope with the pressure of tight budgets and timelines
- Confident, tactful and mature in approach
- Willingness to travel within Mumbai

APPLICATIONS

Interested candidates can send their CVs via email to hr@snehamumbai.org with Subject line: **SNEHA Manager-Purchase & Inventory**