

Careers @ SIIC, IIT Kanpur

Job Title	Manager - Procurement
Job Level	Asstt. Manager/ Manager
Job Code	FIRST-Mgr-Prc
Reports to	PMU Lead/ Sr VP/ VP
Location	Nava Raipur, CG
Job Type	Full-Time, Contractual
Tenure	1-3 year
Responsibilities	<ul style="list-style-type: none"> • Facilitating and assisting the Federation and Zila Unions in the procurement of goods, works and services in accordance with approved procurement plan. • Assisting the Federation in preparing, updating and monitoring procurements in accordance with the approved procurement plan. • Assist the Federation in systematic maintenance of procurement related records and documentation for audit/ review • Procurement of raw material through primary cooperative societies / SHG's logistics for transportation primary processing & storage • Procurement plan preparation and implementation. • Assessment of profit/ loss and benefit sharing. • Any other work assigned by the competent authority
Travel	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams
Eligibility	<p>Graduate Degree in Engineering/ Agriculture forestry / Management disciplines from reputed National/ International University/Institute.</p> <p>Minimum 3 years' experience in public procurement with State or Central government or with State/Central Public Sector Undertaking.</p>
Desirable	<ul style="list-style-type: none"> • MBA / PGDM from reputed National/ International University / Institute with focus in Procurement/ SCM • Experience handling state/ central governments projects and social sector
Communication	<p>Email your current resume and your latest passport-size photograph with the job code in the subject line and the following details to hr @ siicfirst . com</p> <ul style="list-style-type: none"> • Total experience • Current Organization • Current CTC • Notice period • Current Location

Startup Incubation and Innovation Center

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