



iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Procurement Associate - Administration

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

Job Description

The procurement associate plays a pivotal role in IIHS' supply chain management. They are responsible for assisting in procuring goods and services essential to the company's operations. The ideal candidate will be process oriented, organized, and will have experience working with ERP systems. They should possess vendor management skills to ensure cost-effective, timely and efficient procurement.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent, and with the potential to turn into a regular position over time.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Order Processing: Handling the end-to-end procurement process, which includes reviewing purchase requisitions on the ERP, obtaining quotations, preparing bid comparisons, and issuing purchase orders, accurately and in line with user needs and IIHS policies;
- Vendor Management: Reviewing the IIHS vendor database and identifying vendors suitable for long term relationships; identifying, evaluating, and establishing relationships with selected vendors to ensure the delivery of high-quality products and services;
- Compliance: Ensuring compliance with IIHS policies, industry regulations, and ethical standards in all procurement activities;
- Documentation: Maintaining accurate records of all procurement activities, including agreements, and vendor communication;
- Cost Control: Monitoring and analysing procurement trends within the Institution to identify cost-saving and value addition opportunities while maintaining product quality;

- Reporting: Preparing and presenting regular reports, including weekly requisition status reports, fortnightly open PO reports and monthly procurement spend status reports.

Others:

- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work within the country as and when needed.

Structure and Reporting

The procurement associate will be an External Consultant coordinating with the Manager – Administration at IIHS and will be required to collaborate effectively with a diverse group of internal stakeholders and external individuals/organizations.

Person Specification

The ideal candidate should have:

- A Bachelor's degree in any discipline; specialization in Supply Chain Management would be desirable;
- Proven experience in procurement or supply chain roles with 3- 5 years of relevant work experience;
- Familiarity with ERP systems; experience in working with Microsoft D365 ERP would be desirable;
- Proficiency in Microsoft Office Suite, especially MS Excel;
- Knowledge of procurement regulations and ethical practices;
- Strong communication, analytical and problem-solving skills.
- Strong attention to detail and organizational abilities;
- The ability to work effectively in a team and collaborate with diverse departments;
- Relevant personal attributes, including: a friendly and collaborative attitude; strong work ethic and dedication; adaptability and flexibility; time management and prioritization skills; integrity and ethical conduct.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent, and with the potential to turn into a regular position over time. This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Bengaluru and may entail travel to other locations in India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



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