

LOOKING FOR

INTELLECTS...

SRM University Delhi-NCR, Sonapat Invites applications
from dynamic professionals.



SRM
UNIVERSITY
DELHI-NCR, SONEPAT

Advt: SRMUH/MAY23

Date: 09 May 2023

Purchase Manager

Position- Non Teaching/ Administrative

Role and Responsibilities

- Communicating with HoDs/Deans & other department personnel regularly, to support purchase needs.
- New vendor arrangements, maintaining vendor records & vendor selection (obtaining actions, negotiations & preparing vendor comparison statements).
- PO management - Generating POs where required, tracking PO performance & maintaining purchase records.
- Communicating with Departments to confirm product delivery, installation & quality check and stock management.
- Verifying vendor bills and processing vendor payments.
- Convenor of all purchase committee meetings.
- Represent the University at the Central Purchase Department (CPD) of SRM Group.

Eligibility/ Skill(s)

- Bachelor degree in any discipline from a recognized university.
- 5-10 years- experience in a Purchase role (including vendor development)
- Effective listening, communication (verbal and written) and outstanding negotiation skills.
- Strong commercial and financial acumen and should be proactive.
- Knowledge of automation software, MS Office, etc.

Salary:

As per University norms

Eligible & Interested candidates may apply along with their CV & Copies of the certificate through email at talent@srmuniversity.ac.in (mention position applied in the subject line) and by post on or before **17th May 2023**

SRM University Delhi-NCR, Sonapat, Haryana

39, Rajiv Gandhi Education City, Delhi-NCR, Sonapat, Haryana-131029 (India)

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Date: 09 May 2023

Admission Counselors

Position- Non Teaching/ Administrative

Eligibility/ Skill(s)

- UG degree in any discipline from a recognized university.
- Prior admissions experience will be added advantage.
- Excellent communication (verbal and written).
- Willingness to travel extensively and work at irregular and flexible hours.
- Knowledge of automation software, MS Office, etc.

Salary:

As per University norms

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