

Post Name

Officer - Procurement & Stores

Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting-edge knowledge in frontier areas of professional growth. GSFC University presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

Roles & Responsibilities

The recruit shall be responsible for:

- Organize to negotiate contracts with suppliers as per procedure/ norms when required to secure most favorable terms of business
- Initiate vendor selection from approved vendor list for tender enquiry
- Ensure timely availability of all items including emergency requirements ordered via approved POs from vendors
- Generate tenders/ POs/ amendments to PO as per requirements received from users/ vendors
- Ensure efficiency in relevant procurement processes (e.g. PR-to-RFQ, PO-to- placement process after financially approved proposal, tender date-to- comparative) for timely procurement
- Keep up-to-date on price revisions for items with variable rates
- Generate comparative statements of all offers received

Coordination & Control:

- Communicate with other departments/ vendors for clarifications/ follow-up for further details
- Develop good business relationships with vendors to ensure timely availability of materials with specified quality
- Follow-up with vendors as required for expedition/ issues related to items to ensure timely availability
- Liaise with other departments/ agencies for timely payment to vendors

Record keeping

- Maintain comprehensive maintenance of documents of complete procurement cycle for audit purposes
- Maintain and update vendor master list periodically

Liaise with other agencies and departments:

- Release of advance payments through Finance to suppliers for smooth supply

People management

- Provide functional and procedural guidance to staff
- Direct and control purchasing staff to ensure smooth operations of the function
- Ensure Fair distribution of work allocation among staff

Store Management

- To check inventory records for accuracy
- To keep records of items shipped, received, or transferred to another location
- To compile reports on various aspects of changes in production or inventory
- Ensure optimal stock availability in stores for user's departments
- Ensure replacement is done in real time and facilitate the acquisition
- Ensure all invoices are timely compiled and data entry done before forwarding the documents to Finance.
- Reconciliation of stock both physically and in the system daily

Qualification

Any Graduate/Post graduate with minimum 55%. PG Diploma in Materials Management is preferable.

Experience

Fresher or experience of similar role from reputed Organization/Institute is preferable.

Preferable:

- Proven ability to utilize and develop computerized spreadsheets and word processing applications
- Procurement Software and Asset Software experience is essential

Skills

- Great relationship management
- Strong negotiation skills
- Impeccable time-management
- Strategic thinking
- Ability to adapt to change
- Understanding of risk management
- Understanding of and ability to enhance sustainability
- Understanding of the global market
- Be familiar with the technology and systems
- Good financial understanding
- Ability to collaborate effectively
- Ability to analysis key performance indicators (KPIs)
- Good interpersonal skills

Reporting

Director (Administration), GSFCU

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The core salary
- B. PF as per applicable statutory norms

Other Benefits

- Group Mediclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

Selection Procedure**Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, Candidate will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.

Stage 2 –Personal Interview

Interviews of the short-listed candidates will be conducted by the committee Members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

Location

Vadodara, Gujarat.