Job Description – Purchase Manager

Position: Purchase Manager
Work Location : Bangalore
Experience: 8–12 Years

Key Responsibilities

- Manage the **end-to-end procurement process** for manufacturing, project, and operational requirements.
- Float RFQs, obtain competitive quotations, prepare **Quotation Comparative Statements (QCS)**, and negotiate prices and commercial terms with vendors.
- Ensure procurement is carried out from **approved / empanelled vendors** in accordance with company policies and procedures.
- Monitor **Purchase Order (PO) status, material deliveries, lead times, and critical procurement requirements** to ensure timely availability of materials.
- Drive **cost reduction, price benchmarking, value optimization, and timely material availability**.
- Manage **vendor performance, vendor development, evaluation, and commercial negotiations**.
- Coordinate closely with **Production, Projects, Stores, Accounts, Quality, and other concerned departments** to ensure smooth procurement operations.
- Ensure adherence to the complete procurement process: **PR → RFQ → QCS → Approval → PO**, along with proper documentation and approvals.
- Own and effectively implement the **ERP / Procurement System** introduced by Management, ensuring user adoption, data accuracy, process compliance, and effective utilization.
- Review and implement Management-approved changes in **procurement processes, SOPs, and ERP workflows** from time to time across all projects.
- Ensure **uniform implementation of the latest approved procurement policies, procedures, SOPs, and ERP workflows** across all projects.
- Prepare and monitor **Procurement MIS**, including cost savings, delivery performance, pending POs, purchase status, and other key procurement KPIs.
- Identify **process gaps, procurement risks, and opportunities for improvement**, and recommend corrective actions and process enhancements to Management.

- Ensure timely implementation and continuous improvement of procurement processes in line with Management objectives.

Key Skills

- Procurement & Strategic Sourcing
- Vendor Management & Development
- Price Negotiation & Commercial Negotiation
- Cost Reduction & Price Benchmarking
- QCS Preparation & Analysis
- ERP / Procurement Systems
- Advanced MS Excel / MIS Reporting
- Strong Commercial & Analytical Skills
- Process & SOP Implementation
- Cross-functional Coordination

Qualification

Graduate / Diploma with relevant procurement experience.
Engineering / MBA in Supply Chain Management, Procurement, or related field preferred.