



Job Description

Company Name- Parakh Associates LLP

|| Procurement Manager ||

Location- Noida Electronic City, Noida sec-63 (U.P)

|| Experience- 8- 12 yrs. ||

Roles & Responsibilities: -

Indent Management: Maintain an indent register and ensure timely fulfillment of requirements in accordance with project needs.

Stock Management: Regularly update the stock register with details received from construction sites to facilitate efficient inventory management.

Purchase Order Processing: Prepare purchase orders accurately and maintain organized records of all associated transactions.

Work Order Management: Oversee the management of work order registers to ensure timely execution and completion of project tasks.

Letter Dispatch Handling: Maintain a letter dispatch register to track outgoing correspondence related to procurement and project management.

Food Expense Processing: Ensure prompt processing of food expense payments at construction sites to support the welfare of on-site personnel.

Procurement Tasks: Handle various purchasing tasks, including sourcing materials, negotiating prices, and coordinating deliveries.

Tools & Plants (T & P) Management: Maintain accurate records and registers of Tools & Plants at construction sites, ensuring compliance with safety and operational requirements.

Compliance Collaboration: Collaborate with the Engineering Manager (H.O) to ensure adherence to project requirements, standards, and regulatory compliance.



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Post Qualification Experience: -

- 7 to 10 years of experience in a construction company, with a focus on procurement and supply chain management. (Preference will be given to Degree/Diploma holders in civil engineering).
- In-depth knowledge of building materials relevant to construction, including Civil, Electrical, Plumbing, Sanitary etc. components.
- Proficiency in Excel for data analysis, reporting, and inventory management.

This job description outlines the key responsibilities and qualifications required for the role of Procurement Manager, emphasizing procurement expertise, document management, and collaboration with cross-functional teams to support successful project execution.