

HEAD – PURCHASE & COMMERCIAL

Qualification & Experience:

B. Pharm/M.Pharm additionally holding masters in Business Administration/Hospital Administration and 10 years' of experience in procurement of pharmacy, surgical and laboratory consumables, medical equipments, etc. in a corporate hospital

Job Description:

- Responsible for facilitating purchase function
- Accountable for negotiations, responsible to obtain market intelligence to procure items at competitive rates
- Responsible for strategic planning of procurement of capex and stores
- Responsible for relationship management with the pharmaceutical companies
- Ensure proper implementation of new systems and procedures as per the quality standards
- Follow-up with the suppliers for delivery of goods and services of the equipment; Coordination with finance department for payments pre and post delivery
- Responsible for exploring new and alternate products, markets, vendors on cost effective basis.
- To prepare procurement budget, MIS, stores management under ERP environment.

Required Documents:

- Updated Resume
- One passport size photograph
- Copy of all Mark sheets & Degree Certificate(s)
- Copy of all previous experience letters (If any)
- Last three months' salary slips / proof
- Copy of Aadhar Card and Pan Card (ID Proof)

Salary:

Negotiable and as per the company norms. PF, Bonus & Gratuity applicable as per statutory norms.

Interested candidate may send their application with detailed resume to:

Head – HR, Gujarat Adani Institute of medical Sciences,
G. K. General Hospital, Opp. Lotus Colony, Bhuj – 370001
Or email on: recruitment@gaims.ac.in