

Post: Senior Executive – Purchase & Commercial

Job Purpose

- To order regular day to day purchases and coordinating with end-users

Accountabilities and KPIs

No.	Key Accountabilities
1.	Responsible for right procurement of operational items such as drugs, disposables and consumables
2.	Responsible for raising the purchase order to L1 price available in the masters or vendors.
3.	Ensure CMA sign on purchase requisition
4.	Responsible for purchase order after approval from approving authority
5.	Responsible for emergency purchase in consideration of CMA/HS/MD
6.	Responsible for preparing comparative statements for materials
7.	Responsible for ordering materials & equipments.
8.	Assist in negotiations.
9.	Responsible for follow-up with the suppliers for delivery of goods
10.	Ensure the timely availability of materials.
11.	Coordinate with finance for payments before or after delivery
12.	Update records of all the purchase and make analysis of the same.
13.	Taking product feedback from departments; coordinate between vendors and departments and coordinating with end-users for any feed backs and complaints taking remedial measures
14.	Supports in exploring new and alternate products, markets, vendors on cost effective basis.

Competencies

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A. Behavioral Competencies

- Should be proficient in negotiations
- Good verbal and written communication skills
- Requires maintaining good interpersonal relations with other departments
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B. Role-specific Competencies (4-8 most crucial)

- Should have excellent knowledge purchase procedures and all aspects related to its correct implementation
- Should be familiar with all the pharmacy and surgical items.
- Good working knowledge in purchase and knowledge about pharmacy materials (drugs& surgical) and to some extent their usage pattern
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Experience & Educational Requirements

EDUCATIONAL QUALIFICATIONS: (degree, training, or certification required)	<ul style="list-style-type: none"> • Postgraduate with P.G diploma in materials management/ M.B.A in Materials Management or any graduate having experience in Hospital purchase.
RELEVANT EXPERIENCE: (no. of years of technical, functional, and/or leadership experience or specific exposure required)	<ul style="list-style-type: none"> • Should have at least 2-3 years experience in any reputed hospital / Pharma in purchase.

Salary

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

Interested candidate may send their application with detailed resume to:

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