



Position: Senior Executive (Purchase)

Organisation Background:

The Institute of Medical & Minimal Access Surgery Training (IMMAST), a unit of Rammi Enterprises Private Limited, is an ISO 9001:2015 certified and Royal College of Surgeons, UK accredited training institute based in Mumbai, Maharashtra, India. With state-of-the-art facilities and top-of-the-line instruments, IMMAST is one of the most advanced training institutes in the country, having trained over 21,000 medical professionals from more than 30 countries since its inception. We offer a wide array of Medical & Minimal Access Surgery (MAS) training courses spanning over 20 surgical super-specialties, with 75+ courses designed for medical and surgical postgraduates, practicing doctors, and allied healthcare workers.

Location: Mumbai

Qualifications:

- Graduate degree in any field, supplemented by a Postgraduate in Material Management or a related field.

Experience:

- Minimum of 3-5 years of relevant procurement experience, preferably within the education or medical sector.

Skills and Competencies:

- Strong procurement and vendor management skills.
- Proficiency in price negotiation and contract management.
- Solid analytical skills with experience in data interpretation and reporting.
- Knowledge of government regulations and compliance practices.
- Excellent communication, problem-solving, and interpersonal skills.
- Detail-oriented with a strong ability to manage multiple tasks and priorities.
- Proficient in inventory management systems and MS Office Suite.

Summary:

The Senior Executive - Procurement will be responsible for managing comprehensive purchasing functions within the institute. This includes sourcing and vendor management, purchasing processes, maintaining inventory records, and ensuring supplier compliance with organizational standards. The ideal candidate will demonstrate strong analytical skills, exceptional attention to detail, and the ability to work independently in a dynamic environment.

Key Responsibilities:

- **Supplier Sourcing and Evaluation:**
 - Conduct in-depth market research to identify potential suppliers and vendors.
 - Assess and evaluate suppliers based on criteria including quality, price, reliability, and service levels.
- **Contract Negotiation and Management:**
 - Review, compare, and negotiate offers from suppliers to secure the most cost-effective contracts.
 - Draft and manage contracts, ensuring they comply with regulatory requirements and internal policies.
- **Cost Efficiency Focus:**
 - Implement cost-saving strategies across all procurement activities.
 - Analyze purchasing trends and supplier performance to identify areas for cost reduction while maintaining quality standards.
- **Order Management:**
 - Track and monitor the status of all orders to ensure timely delivery and adherence to quality standards.
 - Collaborate closely with stakeholders to facilitate smooth procurement and delivery processes.
- **Quality Assurance:**
 - Coordinate with functional heads for the inspection and testing of purchased products to ensure they meet quality standards.
 - Maintain communication with stakeholders regarding product quality issues and resolutions.
- **Data Management and Reporting:**



- Maintain and update an internal database with detailed records of purchases including product specifications, order status, and supplier information.
- Prepare regular cost analysis and procurement reports, highlighting trends and strategic insights.
- **Standard Operating Procedures (SOP) Development:**
 - Create and maintain SOPs related to the procurement process, ensuring adherence and operational efficiency.
 - Regularly review and update SOPs to align with industry standards and best practices.
- **Regulatory Compliance:**
 - Collaborate with external stakeholders to ensure compliance with local government regulations and procurement policies.
 - Remain informed on changes in procurement regulations and ensure adherence throughout the purchasing process.
- **Cross-Functional Coordination:**
 - Liaise with various departments including finance, admin, facility operations, marketing and academics to align procurement requirements with organizational needs.
 - Engage staff to ensure proper storage and handling of purchased goods.
- **Other Responsibilities:**
 - Assist with front office and guest management as needed.
 - Undertake any additional responsibilities as assigned by management.

Application Process: Interested candidates are encouraged to submit their resume and a cover letter highlighting their relevant experience and skills to careers.immast@immast.org. IMMAST is committed to creating a diverse environment and welcomes applications from all qualified individuals.

Note:

Include the following mandatory information in a tabular form:

Name in Full:

Position applied for:

Contact Details:

Email ID:

Permanent Address:

Date of Birth:

Highest Educational Qualification:

Years of Relevant Experience:

Current Location:

Current Salary:

Expected Salary:

Notice Period:

Reference 1 (Name/Organization/Email/Mobile No)

Reference 2 (Name/Organization/Email/Mobile No)