Job Title: Procurement Executive / Manager

Department: Procurement

Location: Head Office Mumbai

Reports To: VP Procurement

Job Purpose:

The Procurement Manager for an interior fitout project is responsible for overseeing the purchasing and sourcing of materials, equipment, and services necessary for successful project completion. This role involves vendor management, cost negotiation, quality assurance, and ensuring timely delivery of materials in alignment with project schedules and budgets. The Procurement Manager works closely with project managers, designers, and quantity surveyors to meet quality and design standards, maintaining project timelines and budget constraints.

Key Responsibilities:

1. Procurement Planning and Strategy:

Develop and execute a procurement strategy that aligns with project requirements, timelines, and budgets.

Work with the project team to forecast material and resource needs, ensuring efficient procurement planning.

Identify cost saving opportunities while ensuring high quality standards for materials and services.

2. Vendor and Supplier Management:

Source, evaluate, and select suppliers, vendors, and subcontractors specializing in interior fitout materials and services.

Establish long term supplier relationships to ensure reliable sourcing and favourable terms.

Monitor supplier performance, ensuring compliance with quality standards, timelines, and contract terms.

3. Contract Management and Negotiation:

Negotiate contracts and terms with vendors and suppliers to secure cost-effective deals.

Draft, review, and manage purchase orders, contracts, and agreements, ensuring all necessary terms and conditions are met.

Manage change orders and handle any contract disputes that may arise with vendors.

4. Material and Inventory Management:

Oversee the procurement, storage, and distribution of materials required for interior fitout projects.

Ensure that materials meet project specifications, quality standards, and are delivered within required timelines.

Implement inventory control procedures to prevent shortages or overstocking and to keep accurate stock levels.

5. Budget Management and Cost Control:

Develop and manage procurement budgets, ensuring all costs align with project estimates and budget constraints.

Monitor and control project expenses, providing regular reports on procurement spending.

Identify and mitigate cost risks, making adjustments as needed to stay within the project budget.

6. Compliance and Quality Assurance:

Ensure that all procurement activities comply with company policies, project standards, and legal regulations.

Conduct quality checks and inspections on materials received, coordinating with quality control teams.

Address and resolve any quality issues or noncompliance with specifications.

7. Collaboration and Communication:

Collaborate with project managers, design teams, and quantity surveyors to ensure that procurement activities align with project goals.

Provide timely updates on procurement status, potential delays, and any issues that may impact the project.

Serve as the point of contact between the procurement department and project stakeholders.

8. Risk Management:

Identify potential procurement risks (e.g., supplier reliability, material availability) and develop contingency plans.

Monitor market trends and pricing to anticipate cost fluctuations and supply chain disruptions.

9. Documentation and Reporting:

Maintain accurate and updated records of procurement transactions, including contracts, purchase orders, and delivery schedules.

Generate reports on procurement performance, supplier evaluations, and budget adherence.

Ensure proper documentation for audits and compliance reviews.

Required Skills & Qualifications:

Educational Background:

Bachelor’s degree in supply chain management, Business Administration, Engineering, or a related field.

Experience:

Minimum of 5-7 years of experience in procurement, with a focus on interior fitout projects.

Proven track record of managing high value procurement projects and complex supply chains.

Technical Skills:

Proficient in procurement software and ERP systems.

Knowledge of contract law, supplier relationship management, and procurement best practices.

Understanding of materials and finishes specific to interior fitouts.

Analytical Skills:

Strong analytical skills to assess cost efficiency, quality standards, and supplier reliability.

Ability to forecast project needs, budget accurately, and manage procurement timelines.

Negotiation and Communication Skills:

Excellent negotiation skills to secure favourable terms and resolve conflicts.

Strong verbal and written communication skills for liaising with suppliers, project stakeholders, and team members.

Organizational Skills:

High attention to detail and ability to manage multiple procurement processes concurrently.

Strong project management skills to oversee procurement timelines and coordinate with multiple stakeholders.

Work Environment:

Primarily based in the head office but may require site visits and interactions with suppliers, contractors, and the project team.

Requires flexibility to work under tight deadlines and adapt to changing project needs.

Key Performance Indicators (KPIs):

Budget adherence and cost savings.

Timely delivery of materials aligned with project schedules.

Supplier performance and compliance with quality standards.

Reduction in procurement risks and resolution of material related issues.

Stakeholder satisfaction and effective team collaboration.