

Applicants are required to Walk-In/ (request for Online interview with prior intimation to hr@kiht.in before 07th April 2021 may be considered) for Interview on **10th April 2021 at 10.30 am** to the Office of KIHT, AMTZ Campus, Pragati Maidan, VM Steel Project SO, Visakhapatnam-530031, with certificates, pay-slips of previous three months, experience certificates and other documents.

Consultant – Procurement & Operations – 01 Position

Terms of Reference:

1. Candidate should have knowledge in the following fields of:
 - Developing procurement strategies that are inventive and cost-effective.
 - Sourcing and engaging reliable suppliers and vendors.
 - Negotiating with suppliers and vendors to secure advantageous terms.
 - Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
 - Building and maintaining long-term relationships with vendors and suppliers.
 - Approving purchase orders and organizing and confirming delivery of goods and services.
 - Performing risk assessments on potential contracts and agreements.
 - Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
 - Overseeing and managing the IT systems that track shipments, inventory, and the supply of goods.
 - Preparing procurement reports.
2. Undertake the assignments, which may be assigned from time to time.

Eligibility:

1. Qualification: Master's degree in any discipline with experience in supply chain management, logistics, or business administration.
2. Experience: Minimum 15-20 Years.
3. Candidate should have following Technical Skillset:
 - Proven experience managing supply chain operations
 - Experience using supply chain management software and tools, including Oracle, SAP Ariba, and/or Envision
 - In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.
4. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
5. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.

6. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
7. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
8. Age Up to 55 years.