

Applicants are required to Walk-In/ (request for Online interview with prior intimation to [hr@kiht.in](mailto:hr@kiht.in) before 07<sup>th</sup> 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 – 01 Position**

#### **Terms of Reference:**

1. Candidate should have knowledge in the following fields of:
  - Supply Chain Management
  - Vendor Management
  - Reconciliation of Vendor Payment
2. Undertake the assignments, which may be assigned from time to time.

#### **Eligibility:**

1. Qualification: Master's in Business Administration
2. Experience: above 2 years
3. Candidate should have following Technical Skillset:
  - Supply Chain Management.
  - Vendor Management
  - AMC / CMC
4. Expertise in Procurement should be required.
5. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
6. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
7. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
8. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
9. Age below 35 years.