

Position Title: Assistant Manager – Contracts & Procurement

Department: Contracts & Procurement

Location: Chennai

Position Overview:

We are looking for a highly organized and detail-oriented Contracts and Procurement Specialist to join our team in the city gas distribution sector. The ideal candidate will be responsible for managing all aspects of procurement and contracting activities to support projects teams. Lead negotiations with vendors and contractors to secure favourable terms and conditions. Manage the end-to-end process of purchase order placement, ensuring accuracy and timeliness. This role requires strong negotiation skills, contract management expertise, and a deep understanding of the CGD industry.

Key responsibilities:

Purchase Order & Contract Negotiation:

- Lead negotiations with vendors and contractors to secure favourable terms and conditions.
- Ensure contract compliance and mitigate risks.
- Develop and maintain strong relationships with key suppliers to drive long-term value.

Purchase Order Placement:

- Manage the end-to-end process of purchase order placement, ensuring accuracy and timeliness.
- Collaborate with internal stakeholders to understand procurement requirements and align them with business objectives.

Bids Evaluation:

- Oversee the evaluation of bids and proposals, considering cost-effectiveness, quality, and compliance with industry standards.
- Work closely with technical and project teams to assess the technical aspects of bids.

Procurement Planning:

- Vendor development and implement procurement strategies aligned with organizational goals.
- Stay informed about market trends, pricing, and supply chain dynamics to make informed decisions.

Supplier Relationship Management:

- Establish and maintain strong relationships with key suppliers, ensuring a reliable and efficient supply chain.
- Conduct regular performance reviews and implement improvement plans when necessary.

Risk Management:

- Identify and assess potential risks in the supply chain and develop mitigation strategies.
- Stay abreast of industry regulations and compliance requirements.

Stock / Inventory Levels Control:

- Oversee the management of stock data, ensuring accurate tracking and reporting.
- Collaborate with finance and inventory teams to optimize stock levels and minimize carrying costs.

Education & skills required:

- Bachelor's degree in engineering is must. profiles with additional Certification in SCM, Material Management & Purchase / Procurement is preferable.
- Proven experience (5 to 15 years) in contracts and procurement roles within the Oil & Gas industry with significant experience in City Gas Distribution sector.
- Good Knowledge and hands on working experience in SAP MM Module.
- Strong negotiation skills with a successful track record of securing advantageous terms.
- In-depth knowledge of procurement best practices, regulations, and market trends.
- Excellent analytical and Contract Management skill is must.
- Ability to work within cross-functional teams.
- Exceptional communication and interpersonal skills