

Job Description

Position Title: Manager (Procurement & Inventory)

Grade: Equivalent to BPS-19

Reporting To: Chief Technical Officer (CTO)

Maximum Age: 50 years

Professional Qualifications:

- Bachelor's or Master's degree in Supply Chain Management, Business Administration, Logistics, or a related field from the HEC recognized Institution.
 - Professional certifications such as CIPS (Chartered Institute of Procurement & Supply), CSCP (Certified Supply Chain Professional), or CPIM (Certified in Planning and Inventory Management) are highly preferred.
-

Required Work Experience:

- Minimum 10 years of post-qualification experience in procurement, supply chain, or inventory management.
 - At least 3 years in a managerial role with proven leadership in procurement and inventory functions.
 - Strong background in contract management, vendor development, and warehouse operations.
-

Key Responsibilities

The Manager (Procurement & Inventory) will oversee end-to-end procurement and inventory control processes to ensure timely availability of materials, equipment, and services essential for reliable plant operations.

Core responsibilities include:

- **Procurement Management:** Lead strategic sourcing, tendering, contract negotiations, and procurement planning to ensure cost-effective and timely acquisition of goods and services.

- **Inventory Management:** Oversee warehousing, stock control, and inventory optimization to support uninterrupted plant operations.
 - **Vendor Management:** Develop and maintain strong vendor relationships, evaluate supplier performance, and ensure compliance with contractual obligations.
 - **Compliance & Documentation:** Ensure adherence to procurement policies, regulatory requirements, and maintain accurate documentation for audits and reporting.
 - **Budget & Cost Control:** Monitor procurement budgets, implement cost optimization strategies, and ensure financial discipline in commercial operations.
 - **Coordination & Reporting:** Collaborate with technical, finance, and operations teams; prepare periodic reports for management review and decision-making.
-

Competencies

- Strong knowledge of procurement laws, supply chain best practices, and ERP systems.
- Excellent negotiation, vendor management, and contract administration skills.
- Analytical mindset with ability to optimize costs and improve operational efficiency.
- Effective leadership, communication, and cross-functional coordination abilities.
- High integrity, compliance orientation, and attention to detail.