



Recruitment Notice: Procurement Executive

Vanarai is a 39-year-old NGO founded by PadmaVibhushan Dr. Mohan Dharia, working for sustainable rural development and environment conservation in India. We are looking for a dedicated individual to join our procurement team.

Key Responsibilities:

- Plan and execute the centralised procurement of materials and services as per organizational and project requirements
- Identify, evaluate, and finalize vendors through quotation comparison and negotiations
- Ensure vendor registration, documents verification and on boarding formalities as per organization's policy.
- Prepare and maintain Purchase Orders / Work Orders, agreements, and related procurement documentation
- Ensure timely delivery of materials and services as per required quality standards
- Maintain inventory / stock records and coordinate with concerned teams for requirements
- Coordinate with the Finance and Accounts team for bill verification, Goods Receipt Note (GRN), and payment processing
- Ensure compliance with organizational procurement policies and donor / CSR guidelines
- Support project teams with procurement planning and execution
- Maintain proper records, files, and MIS reports related to procurement activities
- Prepare and execute RFQ and Tender Documents. Execute end to end Tendering process
- Maintain Materialwise / Servicewise vendor database (with reviews, feedbacks and rating.)
- Comply with related standards and laws.
- Comply with Ethical and Transparent processes

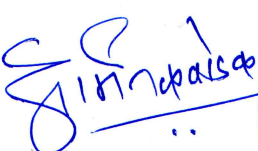
Qualification & Experience:

- **B. Com. / B.B.A. with 2-3 years of experience** in procurement, purchase, or administrative roles
- **OR**
- **MBA (Fresher)** with specialization in Operations / Finance / Supply Chain can also apply

Skills & Competencies:

- Basic understanding of procurement processes and vendor management
- Strong negotiation, communication and coordination skills
- Proficiency in MS Excel, Word, and email communication
- Good documentation and record-keeping skills
- Ability to coordinate with multiple departments and vendors

Please apply with current and expected CTC to career@vanarai.org.


Amit Wadekar
Secretary

