

## Job Description – Senior Specialist - Procurement & Logistics

<b>Designation</b>	Senior Specialist - Procurement & Logistics
<b>Department</b>	Administration
<b>Location</b>	Mumbai
<b>Employment Type</b>	Renewable Full Time Employment Contract
<b>Report to</b>	Manager Procurement & Administration

### Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

For further details about organization please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

### Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible & accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together	<b>Ensuring Alignment</b> – Think differently but work together	

### Job Profile

The Senior Specialist - Procurement & Logistics is responsible for Central Procurement across the organization & administration of the headquarters with support to State offices

## Areas of Responsibility

### Procurement

- Manage Centralized/organization wide procurements for tangible assets and services
- Follow procurement process as per policy including procurement planning, requisition review, request for proposal, coordinate with procurement committee, negotiations and required documentation
- Ensure Procurement closures as per the agreed turnaround time
- Contract Management & Vendor management that includes sourcing, creating database, evaluation of vendors for procurement of required assets & services
- Orient & Liaise with Internal Stakeholders/ functional teams to ensure effective procurement management

### Logistics

- Managing travel requirement for head office staff and visitors by having vendor for vehicle supply and contract
- Booking hotels for stay and travel tickets for visitors and state / head office employees
- Ensuring positive travel experience for all levels of employees
- Manage logistics for internal & external events
- Verify the travel reimbursement of state / head office staff with attendance record and certify before approval

### Office Management & General Administration

- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Ensure Safety & Security of office premises.
- Managing repair, maintenance & replacement of office equipment, appliances, furniture, furnishings, vehicles, building, etc.
- Liaising and coordinating with various departments within the corporate office and all branch offices.

### Asset Management

- Maintain the asset register for the location in specified format
- Update the register with new assets
- Work closely with teams & Department Heads for disposal of old assets as per financial policy guidelines
- Manage assets / materials in stock, issue them as per procedure

### Information and Data Management

- Update all MIS and data for all the roles and responsibilities.
- Ensure that all data is maintained as per organization requirement
- Ensure business control check in all transactions

**Desired Incumbent Profile:**

- Must conduct themselves in alignment of Educate Girls' core value of Integrity, Collaboration, Excellence, Empathy & Gender Equality
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Must be adept in use of MS Office, particularly Excel and Word, Internet and email.
- Open for learning and adapting to new technologies being introduced in the organization.
- Good communication, negotiation & articulation skills
- Sound contextual knowledge and up to date with trends of procurement & administration,
- Good knowledge and network of local vendors
- Substantial experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management, office and guest house management, fleet management, asset management, communications, and security.
- Fluent in Hindi & English

**Education Background**

- Post Graduate/Graduate (Preferably commerce, management)

**Work Experience**

- At least 3-4 years of experience handling administration, procurement, and vendor management

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."