

Assam Cancer Care Foundation

Advertisement Format **(To be filled by the user department)**

Details of Position to be Advertised

| Designation | Min Qualification | Min Experience | Vacancy | Type of Employment | Report To |
|-------------------------|----------------------------------|----------------|---------|--------------------|---------------|
| Team Member-Procurement | Any Graduate preferably with MBA | 5 years | 1 | Permanent | Lead-Sourcing |

Roles and Responsibilities:

- To assist the Lead Procurement in Estimate and establish cost parameters and budgets for purchases.
- To create and maintain good relationships with vendors/suppliers.
- Maintain records of purchases, pricing, and other important data.
- To review and analyze all vendors/suppliers, supply, and price options and update Lead Procurement accordingly.
- To develop plans for purchasing equipment, services, and supplies.
- To negotiate the best deal for pricing and supply contracts.
- To prepare budgets, costs analyses and reports.
- To ensure that the products and supplies are high quality.
- To maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.
- To follow and enforce the company's procurement policies and procedures.
- To Manage inventories and maintaining accurate purchase and pricing records.
- Working with legal counsel to ensure that all contracts relating to product procurement containing all details of the negotiation.