



**Job Title: Procurement Manager (Mngr./Sr. Mngr.), Procurement Department**  
**Location: Ashoka University, Sonipat**  
**Experience (in years): 5-12 Years**  
**Nature of work: Full Time**

#### **About Ashoka University:**

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance, and best practices.

Ashoka is today India's #1 liberal arts and Sciences University that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I. GAUGE as a recognition of its continuous focus on academic rigor, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

For further information, visit [www.ashoka.edu.in](http://www.ashoka.edu.in).

We aim to co-create a nurturing space for our students, faculty, staff, donors, and community positively through universal values:

- Be Mission-Driven
- Think Strategically
- Act Authentically
- Take Accountability
- Build Collaboration
- Deliver Excellence

#### **Role and Responsibilities of Procurement Manager:**

- Act as a point of contact between the user and suppliers
- Identify potential suppliers based on project requirements
- Execute procurement strategies and ensuring procurement policy compliance.
- Preparing procurement schedule and vendor management, including vendor on-boarding and their performance measurement
- Collaborate with key persons and consultants to ensure clarity of the specifications and expectations of the user
- Perform all procurement and contracting activities including vendor pre-qualification, Pre bid meetings, tender and bids management, preparing comparative statements, negotiation, and preparation of contract documents
- Procurement data analytics and preparing procurement reports
- Develop supplier database
- Ensure principles of value for money, transparency, fairness, efficiency, and accountability.

### Education Qualification:

- B.E/B.Tech (Civil)
- PG in Civil Engineering / Construction
- Proven experience working in the procurement department in field related to construction
- Proficiency in any data visualization tool like Power BI, Tableau etc. will be an added advantage

### Skill Sets:

- Contracts Management
- Negotiation Skills
- Sourcing Skills
- Interpersonal Skills
- Proficient in Microsoft Office Suite (Word, Excel, Power point)
- Ability to gather, clean and interpret data using common data visualization tools
- Aptitude for connecting with others and building relationships
- Ability to identify, minimize and mitigate threats to the business

### Application Submission Process

Please submit an updated CV at [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in), with the subject line – <Job Name+Department Name\_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

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**Ashoka is an equal opportunities employer.** Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure