

JOB DESCRIPTION – ASST. MANAGER MATERIALS

Job Title: Asst. Manager Materials

Department: Purchase

Reporting To: Chief Operating Officer

Location: Bangalore (Common resource Hospitality and Projects)



Position Purpose

To support corporate procurement and stores functions across the organisation by ensuring timely, cost-effective and quality procurement, effective vendor management, inventory control, documentation and MIS reporting in line with company policies.

Core Responsibilities

- Coordinate purchase requirements from corporate office and operating units and ensure timely procurement.
- Obtain and evaluate competitive quotations, prepare comparative statements and process Purchase Orders as per company policy.
- Assist in vendor identification, evaluation, negotiation, rate contracts and annual tendering.
- Monitor vendor performance, pricing, quality, service and delivery timelines.
- Maintain updated vendor records, quotations, price lists, contracts and purchase documentation.
- Monitor pending orders, price variations, purchase trends and cost-saving opportunities.
- Coordinate with Finance, Operations, Cost Control and Stores teams on procurement and inventory requirements.
- Monitor Min/Max stock levels, slow-moving/obsolete items and inventory optimisation in coordination with units.
- Prepare regular purchase MIS, cost analysis and management reports.
- Ensure adherence to procurement controls, approvals, documentation and audit requirements.
- Identify new products, suppliers and sourcing opportunities to improve quality and cost efficiency.
- Support standardisation and consolidation of procurement across units.
- Guide and coordinate with Purchase and Stores teams at operating units as required.
- Undertake additional responsibilities/projects assigned by management.

Skills & Competencies

- Good knowledge of purchasing, vendor management and stores processes.
- Strong negotiation, analytical and coordination skills.
- Cost-conscious, quality-oriented and detail-focused.
- Good communication and interpersonal skills.
- Proficiency in MS Office, particularly Excel, and ERP/Material Control systems.
- Ability to manage multiple requirements, meet deadlines and work under pressure.
- High level of integrity, ownership and teamwork.
- Key KPIs
- Procurement cost savings and efficiency.
- Timely purchase and order closure.
- Vendor performance and delivery compliance.
- Procurement policy and audit compliance.
- Accuracy and timeliness of MIS.
- Inventory optimisation and reduction of slow/non-moving items.
- Effective implementation of rate contracts and standardisation.

Qualification

- Any Bachelor degree with MBA / PGDM.

Experience

- 5–8 years of experience in procurement in the hospitality industry.
- Experience handling multiple hotels/resorts is mandatory.
- Pre-opening resort experience will be an added advantage.

Employee Signature**HR Signature**