

Position: General Manager – Purchase

Location: Active Acres (Kolkata), Tangra

General Manager – Purchase

Department: Procurement & Supply Chain

Reporting To: Managing Director / Chief Operating Officer/President

Job Purpose:

To lead and oversee the entire procurement function of the organization, ensuring cost-effective, timely, and quality sourcing of materials, services, and contracts required for real estate projects. The GM – Purchase will play a strategic role in vendor management, cost optimization, and ensuring smooth supply chain operations across all project sites.

Key Responsibilities:

1. Strategic Procurement & Planning:
 - a. Develop and implement procurement strategies aligned with business goals and project timelines.
 - b. Forecast material requirements and create annual/quarterly purchase budgets.
 - c. Monitor market trends, price fluctuations, and risks to optimize costs.
2. Construction & Material Procurement
 - a. Source and procure key construction materials such as cement, steel, aggregates, and other civil supplies.
 - b. Ensure procurement aligns with technical specifications and quality standards.
 - c. Negotiate long-term rate contracts for bulk items.
3. MEP & Technical Procurement
 - a. Manage procurement of mechanical, electrical, plumbing, HVAC, fire safety, and elevator systems.
 - b. Liaise with engineering teams for technical approvals and vendor selection.
 - c. Negotiate with OEMs and authorized dealers for warranties and after-sales support.
4. Finishing, Interior & Fit-Out Procurement
 - a. Procure finishing materials like tiles, marble, glass, sanitary ware, paints, lighting, and woodwork.
 - b. Handle sourcing for interior fit-outs, furniture, modular kitchens, and wardrobes.
 - c. Ensure materials align with brand standards and design aesthetics.
5. Services & Outsourcing Procurement
 - a. Procure facility management, housekeeping, landscaping, and security services.
 - b. Manage consultancy contracts (architects, contractors, auditors, etc.).
 - c. Finalize agreements with manpower and labour contractors.
6. Vendor & Supplier Management
 - a. Identify, evaluate, and onboard reliable vendors.
 - b. Develop vendor performance monitoring systems.
 - c. Maintain strong vendor relationships while reducing dependency on single suppliers.
7. Inventory & Logistics Management
 - a. Coordinate with stores for inventory planning and control.
 - b. Optimize transportation and logistics for cost efficiency.
 - c. Monitor warehouse operations to avoid wastage, pilferage, or stock-outs.
8. Budgeting, MIS & Reporting
 - a. Prepare purchase budgets and monitor variances.
 - b. Generate MIS reports on procurement status, vendor performance, and cost savings.

- c. Present regular updates to top management.
- 9. Compliance & Risk Management
 - a. Ensure procurement activities comply with legal, tax, and regulatory requirements (RERA, GST, labor laws).
 - b. Minimize risks related to delays, quality issues, and cost escalations.
 - c. Conduct audits of procurement and vendor processes.

Key Skills & Competencies:

- Strong negotiation and contract management skills.
- Excellent vendor networking and relationship management.
- Knowledge of construction materials, MEP systems, and finishing products.
- Leadership and team management abilities.
- Analytical skills for cost control and budgeting.
- Familiarity with Tally/ERP/software for procurement and inventory.

Qualifications & Experience:

- Bachelor's Degree in Engineering / Supply Chain / Commerce (MBA preferred).
- 12–20 years of experience in procurement, preferably in real estate or construction industry.
- Proven track record in vendor development, cost optimization, and large-scale procurement.
- Employment Type- Full-time / Permanent
- Compensation:- 12LPA-15LPA

HOW TO APPLY (interested candidates can apply through the mail): **contact@pmspl.net.in**