

Job Title: Procurement Executive			
Business Unit:	Piramal Foundation	Domain:	Social Enterprise
Location:	Hyderabad	Department:	Procurement
Purpose of Job	Procurement Data entry and processing in AI, ERP & SAP. Asset controlling		
Key stakeholders	External	Internal	
	Doctors Domain, operations, HR, CS, Finance and others	Procurement, finance	
Reporting structure	Role directly reports to	Positions that report into this role	
	Head procurement	Nil	
Essential Qualifications	Degree with reputed institute, PG preferable and MS office knowledge and Computer data entry skills		
Preferred Key Skill /Qualifications	4 to 5 years in procurement function working in ERP / SAP environment. work experience in MS office.		
Essential Experience	Negotiations, analytical, cooperation and coordination, time management.		
Competencies	Good understanding capacity, data processing capability, Excel knowledge, travelling on need basis.		
Decision Making Control	For selecting right vendors, right rate and right quantity & time		
Values			
Knowledge	- Expertise – we strive for a deeper understanding of CSR domain - Innovation – we aspire to do things creatively		
Action	- Entrepreneurship – we are empowered to act decisively and create value - Integrity – we are consistent in our thoughts, speech and action		

Care	• Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders • Humility – we aspire to be the best, yet strive to be humble
Impact	• Performance - We strive to achieve market leadership in scale and profitability, wherever we compete. • Resilience - We aspire to build businesses that anticipate, adapt and endure for generations.
Key Roles/Responsibilities: • Uploading of PRs into AI/SAP, data entry and processing of invoices and inventory issues. • Coordination with operations team in getting required data for porting into AI/ERP/SAP • Preparation of reports and taking purchase decisions on project procurement execution on need base.	

How to Apply: -

For Receipt of Application email id will be recruitment.ss@piramalfoundation.org

Google form link for Basic details of applications - <https://forms.office.com/r/DnTPmmf7Va>