



Sr. Executive Purchase and Assets

Job Location:	Entrepreneurship Development Center 100 NCL Innovation Park Homi Bhabha Road, Pashan, Pune-411008
About the Company	<p>Venture Center is a national award-winning technology business incubator. We focus on building startups that use science and technology to deliver products and services which have a considerable socio-economic impact on society. Join us if you are curious, entrepreneurial and want to make an impact.</p> <p>Venture Center is the trademark of Entrepreneurship Development Center, a not for profit incubator, based in Pune. For more information, go to http://www.venturecenter.co.in</p>

Job Description

Procurement:

- Develop a procurement strategy to reduce and contain costs; ensure that it is aligned with organizational objectives;
- Monitor and enforce the company's procurement policies and procedures;
- Plan for the purchase of equipment, services and supplies; after understanding requirements of each team;
- Monitor stock levels and place orders as needed and as per communications from each team;
- Evaluate and help select suppliers; Negotiate contracts; ensure excellent supplier performance;
- Prepare budgets, cost analyses and reports;
- Assist with the procurement process through the GEM portal. Understand the requirements of the portal and ensure Venture Center complies with the terms and conditions

Stores management:

- Manage inventories and maintain accurate records;
- Conduct periodic checks to ensure physical vs book quantities of items match. Report discrepancies if any
- Ensure proper storage, issue, returns of stock of items

Assets management:

- Streamline the assets management process, including, procurement, disposal, transfer, tagging, physical verification and maintenance
- Oversee the proper maintenance of the fixed asset register by recording information related to fixed assets and ensuring the accuracy and integrity of such information.
- Ensure proper systems are in place for the accurate tracking of existing fixed assets and manage the periodic physical verification review process. Report discrepancies, if any
- Ensure proper control and procedures for receiving / inspection and dispatch/ transfer of assets



- Investigate the potential obsolescence of fixed assets and implement and monitor the annual useful life review process
- Assist the operations team in implementing any other processes as may be deemed necessary

Desired Education & Experience

- Minimum experience of 2 to 5 years.
- Graduation in any discipline.
- Interest in engaging with entrepreneurs, students, visitors etc
- Strong interest and skills in hands-on management of the purchase/assets/stores.
- Strong written and oral communication skills, attention to detail,
- Multitasking and time-management skills, with the ability to prioritize tasks

Employment Status

Full Time. You can send your CVs to hr@venturecenter.co.in