

American India Foundation (AIF) – Procurement Officer

Position: Procurement Officer

Department: Finance & Administration

Location: Gurugram

Reporting: Director- Finance & Admin

Background

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 6.7 million lives across 26 states of India. Learn more at www.AIF.org

Key Roles & Responsibilities:

- Process all requests for procurement of goods and services raised by various departments.
- Initiate process of vendor empanelment and help maintain database of vendors and suppliers.
- Liaise with the members of the Procurement Committee for approvals.
- Issue Purchase orders to the suppliers / vendors for approved procurements.
- Obtain invoices and follow up for their smooth settlement.
- Help in reconciliation of vendor accounts.
- Any other task assigned by line manager

Key Skills:

- Preferably MBA with specialization in Procurement
- At least 3-5 years' experience in dealing with procurement as a core area in any corporate / nonprofit set up.
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Supervisory and management experience.
- Attention to detail.

Reporting: The position will report to Director- Finance & Admin.

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to indiarecruitments@aif.org with subject line "**Procurement Officer**".

Deadline for applications: **10th May 2021**

Only applications of shortlisted candidates will be acknowledged.