

LET'S CREATE THE FUTURE

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IRM Energy Ltd.

JOB DESCRIPTION	
Position Level: Executive	Department: Contracts & Procurement
Location: Corporate Office, Ahmedabad	Reports to:

COMPANY OVERVIEW

IRM Energy Ltd (a Group Company of Cadila Pharmaceuticals Ltd) is an integrated value driven energy enterprise developing Natural Gas distribution projects (CNG: Compressed Natural Gas & PNG: Piped Natural Gas) across districts in the country for customers in industrial, commercial, domestic and transport sector. The company is committed towards contributing to the energy need of its consumers.

Job Summary

Manage end-to-end procurement of engineering and project materials, including vendor sourcing, quotation evaluation, negotiations, PO processing, supplier coordination, material tracking and documentation, while ensuring timely delivery, compliance and cost optimization.

Key Responsibilities

- Handle procurement of engineering and project materials as per approved specifications, BOQ/MTO and project requirements.
- Float RFQs/RFIs to approved and prospective vendors and obtain techno-commercial offers.
- Prepare comparative statements (TBE/CBE) and support evaluation of vendor quotations.
- Negotiate price, payment terms, delivery schedules, warranty and commercial conditions.
- Prepare and process Purchase Orders / Work Orders in accordance with company procurement procedures.
- Coordinate with Engineering, Projects, Planning, QA/QC, Stores and Finance for procurement requirements.
- Follow up with suppliers for manufacturing, inspection, dispatch and delivery to meet project schedules.
- Track PO status, material delivery and overdue orders and maintain procurement trackers/MIS.
- Coordinate with QA/QC for inspection, documentation, test certificates and approvals.
- Handle vendor documentation such as MTCs, inspection reports, certificates, datasheets and packing lists, where applicable.
- Assist in vendor development, registration and performance evaluation.
- Maintain procurement records and ensure compliance with approved vendors, specifications and commercial terms.
- Support cost-saving initiatives through vendor negotiations, alternate sources and competitive bidding

Required Qualifications

- BE/B.Tech. / Master's degree in Business Administration, Supply Chain Management, Procurement or a related field.
- 1 to 3 years (relevant experience)
- Good experience in supplier negotiation, contract management and procurement.
- Ability to handle procurement activities, vendor relationships and resolve issues.
- Good understanding of procurement processes, risk management and industry practices.

Skills & Competencies

- Excellent communication skills and ability to communicate with subcontractors, suppliers and clients.
- Excellent negotiation skills.
- Excellent problem-solving abilities and experience with complex transactions with little supervision.
- Excellent time management.