



## INDIAN INSTITUTE OF MANAGEMENT ROHTAK

Management City NH-10 Southern Bypass, Sunaria, Rohtak-124010

Indian Institute of Management Rohtak invites applications for the position of

### **Store & Purchase Supervisor**

**Mode of Appointment:** On contract/ ad-hoc & temporary basis for one year.

**Salary:** Negotiable.

**Qualification:** Graduate/Post-Graduate in any subject from a reputed University / Institute. Consistently good academic record is required.

**Experience:** Minimum 05 years of relevant post-qualification experience in a Government department or Public Sector/Autonomous academic/research institution/commercial organization of national/international repute. Applicants should be proficient in Ms-Office and possess good writing & communication skills in English alongwith good interpersonal skills.

**Age:** Below 50 years,

**Functions:**

1. To assist the Store & Purchase Officer.
2. Execution & monitoring of all regular purchases and Inventory control.
3. Coordination with all user departments and suppliers.
4. Detailed knowledge of tendering process and negotiating skills for best pricing deals.
5. Continuous updating of user requirements and dealing with new vendors for competitive price advantage.
6. Stock control and maintenance of all stock ledgers.

**No. of Post:** One

Please send scanned copy of your filled and signed application in ([Click here to download the application form](#)) Prescribed Format along with scanned copies of self-attested documents (educational & work experience) through e-mail to: [careers@iimrohtak.ac.in](mailto:careers@iimrohtak.ac.in) on or before **December 11, 2023**

**Subject of the e-mail should be "Application for Store & Purchase Supervisor"**