

Job Title: Executive/ Sr. Executive - Procurement

Location: Hyderabad, Telangana

Department: Procurement

Experience: 2-4 years in Procurement

Education: Bachelor's Degree (Engineering/ Commerce)

Skills Required: SAP MM, Purchase Order Management, Vendor Coordination, MIS Reporting

Job Summary

The **Executive - Procurement** is responsible for preparation and processing of documentation including management proposals, purchase order (PO), vendor follow-ups etc,. The role requires proficiency in **SAP MM module** and effective communication with internal and external stakeholders to ensure timely delivery of materials and compliance with procurement policies.

Primary Responsibilities

1. **Purchase Order Management:** Create, review, and process POs in **SAP MM** while ensuring accuracy in terms, pricing, and vendor details.
2. **Vendor Coordination:** Follow up with vendors for offer receipt, material delivery, resolve supply delays, and maintain strong supplier relationships.
3. **Procurement Documentation:** Maintain and manage all procurement-related documentation, including proposals, POs, contracts, and approvals.
4. **MIS & Reporting:** Prepare and update **procurement MIS reports**, tracking purchase orders, vendor performance, and delivery schedules.
5. **Commercial comparisons:** Prepare commercial comparisons, cost benchmarking, and prepare proposals for management approvals.
6. **Approval Coordination:** Prepare documentation for approvals, ensuring compliance with company SOP's.
7. **GRN & Invoice Verification:** Coordinate with finance & stores teams to ensure proper Goods Receipt Note (GRN) processing and invoice validation and resolve any errors in the same.
8. **Coordination with Cross-Functional Teams:** Work closely with operations, finance, and logistics teams to streamline procurement workflows.
9. **Continuous Improvement Initiatives:** Propose and implement process improvements to enhance procurement efficiency and reduce costs.

Key Result Areas (KRAs)

1. **Purchase Order Management** – Ensure accurate and timely creation, review, and processing of POs in SAP MM.
2. **Vendor Coordination** – Maintain strong supplier relationships, follow up on deliveries, and resolve supply delays.
3. **Procurement Documentation & Compliance** – Manage procurement records, contracts, and approvals while ensuring SOP compliance.
4. **MIS & Reporting** – Prepare procurement reports, track PO status, vendor performance, and delivery schedules.
5. **Cost Optimization & Commercial Analysis** – Conduct cost benchmarking, prepare commercial comparisons, and drive cost-saving initiatives.
6. **GRN & Invoice Verification** – Ensure accurate Goods Receipt Note (GRN) processing and timely invoice validation with finance and stores.

Preferred Skills & Competencies

- Strong knowledge of **SAP MM** and procurement processes
- Experience in vendor coordination and supplier management
- Proficiency in **MS Excel** for MIS reporting and data analysis
- Understanding of commercial terms, taxation, and contract management
- Good negotiation and communication skills
- Ability to handle multiple tasks efficiently with strong attention to detail