

Job Title: Purchase Manager

Location: Madras Race Club, Chennai, India

Job Type: Full-time

Reports To: General Manager

Overview:

Madras Race Club is seeking a competent and experienced Purchase Manager to oversee our procurement operations. The Purchase Manager will play a critical role in ensuring the efficient sourcing and procurement of goods and services necessary for the smooth functioning of our organization.

Responsibilities:

1. Strategic Sourcing: Develop and implement sourcing strategies to optimize costs while maintaining quality standards.
2. Supplier Management: Build and maintain strong relationships with suppliers, negotiate contracts, and monitor supplier performance.
3. Procurement Process: Oversee the entire procurement process from requisition to delivery, ensuring compliance with organizational policies and procedures.
4. Inventory Management: Monitor inventory levels, identify purchasing needs, and coordinate with relevant departments to avoid stockouts or overstock situations.
5. Cost Control: Analyze pricing trends, identify cost-saving opportunities, and implement measures to control expenses.
6. Quality Assurance: Collaborate with quality control teams to ensure purchased products meet specified standards and requirements.
7. Vendor Assessment: Conduct regular vendor assessments, evaluate supplier capabilities, and identify potential risks or opportunities for improvement.
8. Budgeting: Develop and manage the procurement budget, track expenditures, and report on variances.

9. Documentation: Maintain accurate records of purchases, contracts, and supplier communications.
10. Compliance: Ensure compliance with legal and regulatory requirements related to procurement activities.

Requirements:

1. Bachelor's degree in Supply Chain Management, or a related field. A Master's degree is preferred.
2. Proven experience (5+ years) working as a Purchase Manager or in a similar procurement role, preferably in the hospitality or racing industry.
3. In-depth knowledge of procurement processes, sourcing strategies, and vendor management practices.
4. Strong negotiation skills and the ability to build and maintain effective relationships with suppliers and internal stakeholders.
5. Excellent analytical and problem-solving abilities.
6. Proficiency in using procurement software and Microsoft Office Suite.
7. Strong communication and interpersonal skills.
8. Ability to work independently and handle multiple projects simultaneously.
9. Knowledge of legal and regulatory requirements related to procurement.

Benefits:

- Competitive salary commensurate with experience.
- Medical insurance and other benefits as per company policy.
- Opportunities for professional development and growth within the organization.
- A dynamic and collaborative work environment.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to [hr@madrasraceclub.com] with the subject line " Purchase Manager - Application - Madras Race Club."

Application Deadline: [10th June 2024]

Madras Race Club is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.