

<b>Name of Employee</b>		<b>Year</b>	
<b>Job Title</b>		<b>Department</b>	Purchase
<b>Direct Reporting to</b>	Head - Purchase	<b>Indirect Reporting to</b>	G.M.Commercial
<b>Knowledge, skills, abilities required</b>	<ul style="list-style-type: none"> <li>• Ability to negotiation with vendors.</li> <li>• Ability to sets priorities taking into account short and long-term needs of the business.</li> <li>• Sets priorities taking into account short and long-term needs of the business.</li> </ul>		
<b>OBJECTIVE</b> Complete responsibility of purchase of medical & non-medical consumables/equipments			
<b>JOB DESCRIPTION</b> <ul style="list-style-type: none"> <li>• Checking of requisitions / purchase indents.</li> <li>• Issuing enquiries / tenders and obtaining quotations.</li> <li>• Analyzing offers quotation and bids etc. and preparation of comparative statements.</li> <li>• Arranging meeting of the purchase committee and price negotiation meetings for hospital purchasing.</li> <li>• Adhering to all policies of the organization with particular regards to accounting procedures.</li> <li>• Ensure timely availability of material.</li> <li>• Developing new and alternative sources of supply to ensure timely, cost effective &amp; quality product availability.</li> <li>• Co-ordinate &amp; interact with supply chain (central stores) &amp; user departments for smooth functioning of entire supply chain.</li> <li>• Order placement &amp; follow-ups with suppliers for timely deliveries.</li> <li>• Follow the guidelines of NABH &amp; implement the audit lapses.</li> <li>• Co-ordinate with finance department for payment of vendors and keep track of default vendors.</li> <li>• Keep proper documentation &amp; filling of papers pertaining to purchase department.</li> <li>• To Follow BMCHRC rules &amp; regulations.</li> <li>• Any other professional work as assigned by Top management.</li> <li>• Be disciplined &amp; punctual, avoid late coming &amp; absenteeism.</li> </ul>			
<b>Prepared by</b>	<b>Verified by</b>	<b>Approved by</b>	
A.M-HR	HR - Head	Head - Purchase	
I have read and clearly understood the above job description and I assure you that I will put in my best efforts to follow it. <b>Signature of Employee</b>			