

Job Title: Procurement Manager**Location: National Co-operative Exports Limited (NCEL), Delhi****Reporting:** Business Manager , NCEL

Company Description

National Cooperative Exports Limited (NCEL) is a distinguished National-level co-operative created with the approval of the Union Government and the Ministry of Cooperation in 2023 and registered under the Multi-State Co-operative Societies Act, 2002. It is promoted by five prominent co-operative institutions - The Gujarat Co-operative Milk Marketing Federation (GCMMF, popularly known as the AMUL), Indian Farmers Fertiliser Cooperative Limited (IFFCO), Krishak Bharati Co-operative Limited (KRIBHCO), National Agricultural Co-operative Marketing Federation of India Limited (NAFED), and National Co-operative Development Corporation (NCDC).

Job Summary:

The Procurement Manager is responsible for overseeing and optimizing all procurement and sourcing activities of the organization. This role ensures cost-effective and timely procurement of goods and services, develops vendor relationships, implements procurement strategies, and ensures compliance with company policies and regulatory requirements.

Key Responsibilities:**Strategic Procurement & Sourcing**

- Develop and implement sourcing strategies to ensure quality supply at optimal cost.
- Identify, evaluate, and onboard new suppliers and vendors.
- Establish long-term vendor relationships and negotiate favorable contracts.

Operational Procurement

- Manage end-to-end procurement process from requisition to delivery.
- Ensure timely procurement of raw materials, packaging, and other inputs.
- Oversee purchase order processing, vendor performance, and inventory control coordination.

Cost Control & Budgeting

- Monitor procurement budgets and implement cost-reduction strategies.
- Analyze spending and procurement trends to identify opportunities for savings.

Vendor Management

- Evaluate vendor performance (price, quality, delivery time, service).
- Develop vendor rating systems and performance KPIs.
- Conduct periodic supplier audits and risk assessments.

Compliance & Documentation

- Ensure procurement practices align with internal policies and external regulations (GST, FSSAI, DGFT, etc. if in export domain).
- Maintain accurate procurement records, contracts, and audit trails.

Team & Stakeholder Coordination

- Work closely with planning, production, QC, finance, and logistics teams.
 - Lead and mentor junior procurement officers or assistants.
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Qualifications:

Education:

- Bachelor's degree in Supply Chain Management, Business Administration, Agriculture, or related field.
- MBA or certification in SCM/Procurement (e.g., CSCP, CPSM) preferred.

Experience:

- 5–8 years of experience in procurement, preferably in Agri-commodities, manufacturing, or trading/export businesses.
- Proven experience in vendor negotiation, price discovery, and supply chain coordination.

Skills:

- Strong negotiation and analytical skills.
 - Knowledge of ERP systems (SAP, Oracle, Tally, etc.).
 - Familiarity with procurement regulations and import/export compliance (if applicable).
 - Excellent communication and interpersonal abilities.
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Key Performance Indicators (KPIs):

- Procurement cost savings vs. target
 - On-time procurement rate (%)
 - Supplier performance score
 - Inventory turnover ratio
 - Compliance and audit score
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How to Apply:

Interested candidates should send their resume and portfolio to Richa.sharma@ncel.coop; CC: sneha@ncel.coop; santosh.kumar@ncel.coop with the subject line: "Application – Procurement Manager".