

JOB DESCRIPTION			
IDENTIFICATION			
Actual Designation	Assistant Manager	Function	Administration & Commercial
Location	New Delhi	Sub-Function	Commercial

Key Responsibilities:

- Responsible for best purchasing package (negotiations in terms of Quality, Price, Delivery and Services) with all suppliers and sub-contractors for all the departments (HR, Travel, Finance, Marketing, Product, Video, Sales, Technical and IT, Administration & Digital) of the company.
- To monitor and ensure GOE and Premises cost are within budget on monthly basis by negotiating with the vendors and empaneling the vendors that provide quality & cost effective services.
- To ensure there is a saving of 10% against OPEX Budgets by negotiating and managing company cash flow by taking credit period of more than 45 days.
- To submit monthly MIS statement highlighting any cost variation from the set budget
- Responsible to prepare the annual OPEX AND CAPEX budget of Admin function.

Job Specific Knowledge & Skills

a) Functional : Excel, PowerPoint Presentation, Negotiation skills

b) Behavioral: Integrity , Time management and Ethical

Qualification & Experience:

Qualification: Graduate + Any degree or diploma in Supply chain management course

Experience: 5-7 years