

IIDL SUITES

Plot No 4A District Center, Mayur Vihar, New Delhi, Delhi 110091

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Website: www.iidlindia.com or www.iidlhospitality.com

Applications are invited for the post of 'Purchase Manager' for IIDL Suites, Mayur Vihar, New Delhi.

S. No.	Post	No. of Vacancy	Eligibility	Age	Experience	Compensation (In. Rs.)	Location
1	Purchase Manager	1	Degree/ in Business Administration/Commerce/ Logistics with knowledge of Materials management software (MMS)	Maximum Age- 45 years	Min 5 years' experience in purchase out of which at least 2 years as Asst. Purchase manager or above in the similar Hotels	Up to INR 60,000/- per Month (CTC)	Mayur Vihar, New Delhi

Job Responsibilities:

- Implement sound purchasing policies, systems and procedures in accordance with Company standards.
- Monitor vendors for quality, service and price through standard purchasing specifications.
- Obtain competitive quotations for hotel requirements and ensure that the best product is sourced and purchased.
- Calls for NIT/quotations for any items costing more than a certain amount (As per company policy) and inquire into prices from various suppliers.
- A minimum of three independent genuine quotations must be obtained.
- Establish contracts to ensure reduced pricing for all operating areas of the hotel.
- Receives market list from the Executive Chef on a daily basis and arranges for delivery of those items daily.
- Ensures that all orders receiving dates are updated by the buyers according to the suppliers promised delivery dates.
- Ensures that all authorized or approved purchase orders are sent to their respective suppliers/vendors for delivery purposes on a daily basis.
- Ensures & verifies that quotations are regularly updated, and supplier's new current price lists are maintained.
- Ensure the efficient operation of the Purchasing Department in all aspects.
- Research and identify new products and services for the hotel in the market.
- Obtains written approval for established Minimum / Maximum stock levels by the financial controller and general manager.
- Checks, explain if needed and approves delivered items discrepancy report issued by cost control regarding price and quantity order variances.
- Approves all additional requests for new storeroom items, checking correct item description, unit, packing, category and establishes Min/Max estimated stock levels.
- Verify the 'pending orders' report on a daily basis, and all pending orders are checked and verified regularly.
- On a daily basis prepare the list of to be cancelled orders and sent to accounts for deletion, with appropriate reasons.
- Issues regularly slow-moving item lists.

- Identifies items for standing orders utilizing vendor's logistics for regular deliveries to the hotel based on approved highly consumed items.
- Ensures validity of items available, force issue obsolete items and follows up on action taken for disposal.
- Verifies that all documentation and proper quotations are maintained and filed according to Policy and Procedure requirements.
- Approves all storeroom re-order requests, verifying quantities within the established Min/Max stock levels.
- Responsible for all administrative functions of the Materials Department, staffing, training and execution of other related duties.
- Responsible for all purchasing functions, quotations, quality and availability.
- Responsible for physical control of all store items until issued, fully documented under strict control procedures (key control, timing schedule, authorized issue requests).
- Responsible for maintaining logical storeroom inventory levels operationally needed.
- Spot checks storeroom requests if properly maintained, verifies quantity requested and issued, proper items received by signatories & ID availability.
- Spot-checks entered system quotations, period validity quotes locked by, etc.
- Ensures that the suppliers follow the rules relating to the hygiene of goods delivered.
- Keeps all records in a way that they can be checked at any time for information or audit purposes.
- Maintains all documents, files and listings up-to-date and performs his duties in the most efficient manner.
- Willing to work a flexible schedule in order to accomplish all major responsibilities and tasks.
- Competent for drafting procurement noting and Notices Inviting Tender.
- Stays current with purchasing technology trends and should be well versed with the purchase software like SAGE.

Nature of appointment:

Candidate will be appointed on contractual basis on cost to company basis for a period of 2 years and further extendable based on the performance and requirement of Company. Appointment of any candidate on contract basis will not confer any right of absorption in the regular employment of the company at any point of time. As and when required the appointee may be transferred anywhere at another unit of IIDL.

Compensation: CTC will be determined based on the experience, qualifications etc. of the successful/selected candidate and may vary between INR 50,000/- to INR 60,000/- per month. (Negotiable)

Experience & Qualification:

Graduate in Business Administration/ Commerce/ Logistic with 5 years of post-qualification of work experience with knowledge of Materials Management Software (MMS)

Desirable Additional Qualification: Diploma in Material Management.

Selection Procedure:

Selection will be made through interview only. A preliminary screening of the applications will be carried out to short-list eligible candidates to be called for the interview. Merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course. Candidates are required to bring all original certificates (class 10th onwards) with self-attested photocopies on the date of interview.

Age:

The maximum age is up to 50 years. All Computations of age shall be done considering 31.08.2022 as the cut-off date.

General Instructions:

1. Candidates are advised to read all the instructions carefully before applying and ensure to fulfil stipulated eligibility criteria as on the date of eligibility.
2. Applications received after the prescribed date will not be considered, IIDL Suites will not be responsible for not receiving any application through email for technical reasons.
3. Mode of Selection will be Interview. IIDL Suites reserves the right to modify the selection procedure, if deemed fit.
4. While applying for any post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
5. IIDL Suites will call the candidates for interview based on the details furnished in the application. At the time of the interview, candidate should invariably be in possession of all the requisite certificates, IN ORIGINAL, in support of their claim with regards to their application.
6. In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Company's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
7. The number of vacancy indicated in this advertisement may increase / decrease/ be cancelled at the discretion of IIDL Suites, if need so arises, without any further notice and without assigning any reason thereof.
8. The selected candidates will not be given any accommodation and transport facility at the place of their posting.
9. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/ her the right to be called for interview / considered for selection process. IIDL Suites at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.
10. IIDL Suites will not be responsible for any loss of application/ communication letter/ e-mail sent, due to invalid / wrong e-mail id/ wrong postal address/postal delay etc., in case of, any communication made by IIDL Suites. No request in this regard will be entertained.
11. E-mail Id/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.

12. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying. If at any stage it is detected that, any FIR/ criminal case lodged/ pending against the candidate and it was found at a later stage that any information has been concealed by the candidate, even after gaining employment with the Company, His/her candidature/ appointment in the Company will be rendered ineligible/ cease to exist and the same will be treated void ab-initio without prejudice to any other action against him/her by the Company.
13. The selected panel for advertised post will be valid for 6 months if the selected candidate does not accept the offer of appointment or leave the organization within six months, the next person in order on the panel will be offered appointment.
14. The short-listed candidates will be called for interview process, which will be carried out at New Delhi and NO TA/DA will be paid for attending the same.
15. Selected candidate will be required to join the services within 30 days from the date of appointment letter. NO COMPENSATION will be provided for shortfall of notice period, if any, with the current employer.
16. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.
17. Please note that Corrigendum/Addendum, if any, issued on the above advertisement, will be published only on company's website www.iidlindia.com or www.iidlhospitality.com
18. The selected candidates will be governed by the terms and conditions of IIDL.
19. IIDL Suites reserves the right to call for additional documents from the candidate to validate their claim with regard to eligibility for the post by email/post. Failure to furnish the required documentary proof, within stipulated timelines, shall result in disqualification of the candidature of the candidate.
20. The last date for submission of online application is September 24, 2022.

For any query, please contact HR Department at 011-47668899 or email at hr.newdelhi@iidlhospitality.com