



Job Description

Job title	: Lead – Procurement Materials (Real estate & Construction)
Location	: Corporate office: Sri Krishna House, Road no. 10, Banjara hills, Hyderabad
Terms	: Full time, Permanent

Responsibilities:

- Handling all types of materials, currently handling Steel, Cement, RMC, Building Material, Wooden material, Plumbing & Sanitary, Electricals, and Hardware Material, etc..
- Preparing NIT/Contracts/Tender Document, PQ for New Contractors/Vendors.
- Monthly Stock Reconciliation, Continuous Cost Reduction, Indents Receiving and Scrutinizing,
- Taking Quotation from Suppliers for the material as per requirement from the sites and lead commercial negotiations for the supply of materials and closure of supply contracts.
- Implement procurement policies, processes, and systems for ensuring quality procurement of materials with indented specifications, timely supply, and minimum costs.
- Coordinate with the Quality department to obtain inputs on adherence to pre-defined standards of material received at all sites and correspond with suppliers for improvement as required.
- Ensure adherence to the procurement process by Execution Team at sites with respect to providing material estimates, indent values, delivery schedule and material receipt records for bill processing.
- Keep tracking of developments in construction Industry to identify new vendors and contractors for new products.
- Ensure adherence to the procurement process by Execution Team at sites with respect to providing material estimates, indent values, delivery schedule and material receipt records for bill processing.
- Ensure accuracy in bill processing and timely payment of bills submitted by vendors/suppliers.
- To prepare Itemized Bifurcation of materials in cost & quantity, site-wise for the purpose of inventories/costing.
- To assist in preparing MIS reports on a monthly basis on purchases done for evaluating & calculating the costs.
- Involved in Preparation of Daily, Weekly, Monthly & Quarterly Management Information System Report of the Day - to - day Activity of the Operation Process.

Candidate requirements:

- Engineering degree and Post-Graduation in Materials Management with **12-18** years of relevant experience preferably from a real estate / Infrastructure industry.
- Ability to Contract Negotiations, pricing, new vendors for supplies.
- Establishing paperwork, process and implement ERP based purchase.
- Ensure good relationships with all vendors to ensure uninterrupted supplies.
- Should have proficiency in English written and spoken.
- Excellent knowledge of Excel and power point.

About us: Sri Krishna Developpers is a name synonymous to comprehensive construction solutions with stringent quality standards outperforming against all international benchmarks. The Sister Concern of India's internationally reputed, prominent. Sri Krishna Jewellers A division of Sri Krishna Group, where professionalism and vision thoughtfully integrate to provide a cherishing experience of a lifetime to all its customers.



Sri Krishna Ventures Pvt Ltd

- The 40 years of rich experience and tremendous success with seven completed residential projects with over 1 Million square feet is the force behind the success series. We are renowned for our prime location buildings, quality standards, novel designs, global standards, and modern facilities. Our constructions are also Eco-friendly and abide by Vaastushastra. We provide not just residential apartments but design destinations for all your dreams. Call it home... Call it paradise... what we provide you, is a cherishing experience for a lifetime.

Contact us to apply

Interested candidates can send their updated CV to suman.g@srikrishnadeveloppers.com