

Particulars	Details
Company Name	AMC Repo Clearing Limited
Company Website	www.arclindia.com
Location	Mumbai - Santacruz
Department	Procurement and Admin
Role / Position	Sr. Executive / AM
Relevant Experience in Years	4-5 years
Key Responsibilities	<p>Procurement:</p> <ul style="list-style-type: none"> • Procurement and Sourcing - Non-IT and IT • Identify and source goods and services that meet the needs and specifications of the departments • Evaluate and compare proposals, quotations, and bids based on price, quality, delivery, service, and other criteria • Prepare and issuing Purchase order • Negotiate contracts, terms, and conditions with suppliers, ensuring compliance to the procurement policy and procedures • Manage and monitor contracts, orders, invoices, and payments, ensuring timely and accurate delivery and payment • Conduct risk assessment and due diligence on suppliers, ensuring compliance to the legal, ethical, and environmental standards • Develop and maintain good relationships with suppliers, internal customers, and other stakeholders • Monitor and evaluate the performance and quality of the suppliers and provide feedback and recommendations for improvement • Maintain and update the procurement records, reports, and databases. <p>Administration:</p> <ul style="list-style-type: none"> • Oversee the administrative operations of our organization, ensuring smooth and efficient daily operations. • Organizing and coordinating office procedures, delegating tasks to administrative staff, ensuring

Job Description – Procurement and Admin



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	<p>compliance with policies, and managing relationships with vendors and suppliers.</p> <ul style="list-style-type: none">• Ensuring all support activities are carried on efficiently and effectively to allow the other operations to function properly.
Key Skills	<ol style="list-style-type: none">1. Strong negotiation and communication skills2. Ability to work without close supervision or should be self-driven3. Ability to work with cross-functional teams (finance, legal, operations)4. Proficiency in Microsoft Office5. Strong analytical and problem-solving skills6. Knowledge of procurement policies, regulations, and best practices
Required Qualification	Graduate/Post Graduate with a minimum 4-5 year of work experience in Procurements / General Administration
Other Requirement	NA
Apply CV	hr@arclindia.com