



C.V. Raman Global University Bhubaneswar - 752 054 (Odisha)

<https://cgu-odisha.ac.in/>

Mail us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040097244

Job Description for Purchase Officer

Who We Are

C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

Our Accreditations:

- Within top 100 Engineering Institutions in India by NIRF (National Institute Ranking Framework), MHRD, and Govt. of India during 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023 & 2025.
- Recognized as S.I.R.O (Scientific and Industrial Research Organization) by D.S.I.R., Government of India.
- CGU awarded “Skill Champion” by Govt. of Odisha in 2023
- CGU awarded Higher Education Excellence award by FICCI in 2022
- As per Times Engineering Survey (2022), CGU secured a notable position among the top engineering colleges in the country, ranking 35th among the top privately run engineering institutes nationwide and 4th in the eastern region.
- The University was recognized as a "PERFORMER" in the "University & Deemed to be University (Private/Self-Financed) (Technical)" category in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021, a flagship program of the Ministry of Education, Government of India.

Notable Awards and Honours:

- In the field of research, the University received grants over 5 crores in 2022.
- Ms. Manisha Padhi, alumni of CGU have been appointed as the ADC to The Hon'ble Governor of Mizoram in 2023 and became the first ever female to hold the position.
- Ms. Swagatika Mohanty, Civil Engineering (2013-17), has bagged the 15th rank in Odisha Civil Services Exam in 2023 and is now a functional, respectable, responsible OAS.
- Safia Aktar, Anshu Kumari, and Radhika Rani Panda won the 1st prize at “10-Hour Women Hackathon” organised by Trithon Triplets 2k23.
- Abhishek Kumar, B.Tech (ECE) awarded the Visweswaraya Prativa Puraskar at Odisha Technological Conclave, 2023.
- Mr. Praveen Giri won the Silver Medal in the area of Water Technology at World Skills, Stuttgart, Germany, 2022.
- Mr. Subrat Patel won Medallion of Excellence in the area of Restaurant Services at World Skills, Stuttgart, Germany, 2022.
- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.



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What We Offer

- Undergraduate Courses: 28
- Postgraduate Courses: 33
- PhD Programs: 15

The Purchase Department of C.V. Raman Global University is a service department aiming to acquire materials, supplies, equipment, and services at the best possible price and quality. The Purchase Department has the knowledge, experience, and tools to provide the University Community with the necessary information to purchase high-quality goods and services most cost-effectively.

Where You Come In

We are looking for a highly motivated and detail-oriented Purchase Officer to join our procurement team. The ideal candidate will have a strong background in supply chain management, excellent negotiation skills, and a proven track record of managing vendor relationships. This role requires a strategic thinker who can balance cost-efficiency with quality assurance to ensure that our company's purchasing processes run smoothly and effectively.

Supervision Details:

Immediate Supervisor: Registrar

Indirect Supervisors – President, Vice President, Finance Officer and Vice Chancellor

Direct Reportees : Purchase Assistant

Working Relationship: All Teaching and Non-teaching staffs of the Department/University

Duties and responsibilities:

The duties and responsibilities of the position include, but are not restricted to, the following:

1.Strategic

- You will be responsible for supporting the the team in preparation of overall procurement strategy, budget and for increasing spend under management, identifying and evolving best practices and transforming the organization from one that is often still locally driven.
- Autonomy and adaptability to optimise relations with the various partners (inside and outside)
- Helping the team in developing SOPs, purchasing policies and procedures for the organisation under the supervision of the reporting authority.
- Understand and implements short and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.



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2. Tactical

- Support the team in conducting product research and sourcing new suppliers and vendors.
- Performing inventory inspections and reordering supplies and stock as necessary
- Conducting market research to keep abreast of emerging trends and business opportunities
- Acts as negotiator between the university and vendors/suppliers on procurement contracts; keeps informed of all new developments relative to available resources; makes recommendations designed to reduce costs, update systems, and provide environmentally approved materials and services

3. Operational Responsibilities

- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing
- Draft an appropriate service level agreement to properly evaluate the performance of suppliers, and report on this on a regular basis.
- Work with internal stakeholders (teachers or operations staff) to determine procurement needs quality and delivery requirements.
- Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance
- Monitor, evaluate and improve supplier performance, according to an appropriate Service Level Agreement, on a continuous basis
- Control and monitor expenses against approved budgets
- Develop sourcing strategies
- Set and plan how to achieve supplier accreditation and service level management
- Payment terms negotiation, optimization and management
- Maintain contracts with vendors
- Review inventory and update as required
- Receive orders from various departments
- Initiate and keep track of orders
- Receive, inspect and distribute orders
- Reconcile or resolve order discrepancies with supplies.
- Monitor delivery times to ensure they are on time
- Maintain good relationships with suppliers and renegotiate prices on a regular basis
- Keep daily records
- Barcode assets and update asset register
- Annual asset stock take
- Accounts to be submitted for payment to vendors on time
- Administration and reporting as necessary
- Make or purchase policy analysis and recommendations
- Any other duty as assigned by the reporting authority

We are Looking For :

- First Class (60%) Throughout career
- Master's degree in business administration (MBA) or any relevant degree.
- At least five years(05) or more relevant experience in Purchase/Procurement.



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What We Expect from You as the Purchase Officer

High Professional Standards with sound Analytical Skills which promotes and demonstrates University's core values of excellence, People Focused, Partnership Working.

For more details, visit us at <https://cgu-odisha.ac.in/>.



Want to be a part of Our Organization?

Please write to us and share your updated CV/ Resume at recruitment@cgu-odisha.ac.in and apply on <https://recruitment.cgu-odisha.ac.in/>. We eagerly await to hear from you.