

Consultant- Material Management:

Qualification and experience: The candidate have 10 yrs. of experience preferably in Govt./PSU environment.

Should be retired minimum as either as DDG of central govt. or GM from PSU. Should not be of age more than 63 years.

Excellent communication (written & verbal) skills are essential.

Role and Responsibilities:

- Should be well versed/expert with complete tendering procedure including e-tendering.
- Should have draft/prepared Material Management manual of the organization.
- Preparation of Pre-Bid Queries and attending the pre-bid meetings
- Coordinate with the cross-functional department to gather the required inputs, documents required for tender submission.
- Can able to Tender Search, Quotation/Offer/Bid Preparations, Online Bidding, E-Tendering, Tender, and Bid Follow Up, Filing and Documentation, Order and Supply Follow Up, Payment Follow Up, Communicate with Government Customer & OEMs.
- Must have knowledge of all Tender Documents, Letters, Knowledge of Government departments, sectors, etc, Clarification of bid conditions and management of the tender preparation, tender reviews and deadlines, Ability to coordinate several tasks at a time.
- Candidates must have experience in vendor management.

Kindly share resume at nixi@nixi.in