



**Job Title:** Procurement Manager

**Department:** Operations & Maintenance

**Location:** IKP Knowledge Park, Genome Valley

**Reports to:** Vice President / Head, Infra & Facilities Management

### **About IKP Knowledge Park**

IKP Knowledge Park (IKP) is a leading science park and incubator dedicated to advancing cutting-edge R&D in India. We have a pioneering legacy of more than two decades of nucleating and nurturing life sciences and engineering innovation. We focus on sectors like biotech, health tech, and agri-tech, helping innovators move from the lab to the real world. By partnering with government, industry, non-profits, academia and investors, we create a supportive environment for startups and SMEs to thrive and grow. Our work is centred at our 200-acre park in Genome Valley Hyderabad and our Bengaluru maker space (IKP EDEN at Koramangala, Bengaluru), reaching across India and the world through various innovation programs and services. We are at the cusp of next phase of growth which is founded in our belief that science and technology are key to shaping a better tomorrow through deep & expansive societal impact.

### **Job Summary**

The Procurement Engineer/Officer is responsible for planning, sourcing, negotiating, and procuring goods, services, equipment, and contracts required for the organization. The role ensures the timely availability of materials and services at optimal cost while maintaining quality standards, regulatory compliance, and effective vendor relationships. Furthermore, the Procurement Engineer is responsible for overseeing vendor onboarding and periodic evaluation, developing procurement strategies, managing purchase orders, and ensuring adherence to the company's policies and procedures.

### **Key Responsibilities**

#### **1. Procurement Planning:**

Responsible for preparing annual and quarterly procurement plans in alignment with operational and project requirements, including forecasting materials and services to ensure uninterrupted operations and supporting timely, cost-effective procurement decisions.

#### **2. Sourcing & Vendor Management:**

Responsible for identifying, evaluating, and empanelling / onboarding vendors and service providers, conducting commercial evaluations to recommend suitable suppliers, maintaining an updated vendor database, and periodically assessing vendor performance to ensure reliability, quality, and compliance with organizational standards.



**3. Contracts & Negotiation:**

Responsible for preparing RFQs, RFPs, and tender documents; negotiating pricing, delivery schedules, contractual terms, and service-level agreements; and drafting, reviewing, and managing contracts and purchase agreements to ensure compliance, value for money, and organizational interests.

**4. Purchase Execution:**

Responsible for executing the purchasing process by issuing Purchase Orders (POs) and Work Orders (WOs), coordinating with the Finance Department for invoice processing and timely payments, tracking delivery schedules, and expediting pending orders to ensure uninterrupted operations.

**5. Compliance, Documentation & Process Optimization:**

Responsible for ensuring adherence to procurement policies, Delegation of Authority (DoA), and all applicable compliance requirements while maintaining complete and accurate procurement records to support audit readiness. Additionally, accountable for identifying cost-saving opportunities and driving continuous improvements in procurement processes to enhance efficiency, transparency, and overall value to the organization.

**6. Cross-Functional Coordination:**

Responsible for coordinating with Operations, Facilities, Finance, Administration, and Project teams to understand requirements and ensure timely procurement support. This includes facilitating procurement activities for projects, capital expenditure (CAPEX) items, and annual maintenance contract (AMC) renewals to enable smooth execution of organizational operations.

**Qualifications & Experience**

- Bachelor's Degree in Engineering
- MBA in Supply Chain / Operations (preferred).
- A minimum of 8 years of experience in procurement or supply chain management.

**Desired Profile:**

The ideal candidate should have strong knowledge of procurement procedures, and contract management. Proficiency in vendor management and negotiation is essential (familiarity with ERP systems) to support procurement operations. The candidate must also demonstrate an ethical, compliance driven mindset and the ability to uphold organizational policies and standards.



**To Apply:**

Please send your CV and a Statement of Purpose (SOP) by 03<sup>rd</sup> February 5pm IST to [raghavendrap@ikpknowledgepark.com](mailto:raghavendrap@ikpknowledgepark.com) by mentioning the position applied for in the subject line.

Applications without an SOP will not be considered for the position.

Please note that the position may be closed once a suitable candidate is identified, and we may not necessarily wait until the completion of the stated timeline.