



No. MMDSL/HR-1/HIRING/ 2022-23(126)

Dated: 09/03/2024

Corrigendum

No. MMDSL/HR-1/HIRING/ 2022-23(118); dated 28 February 2024

In reference to our advertisement published on 6th March 2024 regarding the vacancy for the position of Procurement Assistant, the post is amended to **Procurement Manager (Equipment)**, and the qualification is amended to Bachelor of Technology in Biomedical Engineering with minimum 2 years of experience in handling medical equipment procurement or maintenance.

The timeline to receive applications for the various posts has also been extended to 15th March 2024.

All other details and requirements mentioned in the original advertisement remains unchanged.

For more details, please visit <https://mmdsl.in/recruitment>

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 09/03/2024 01:41 PM
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No. MMDSL/HR-1/HIRING/ 2022-23(127)

Dated: 09/03/2024

TERMS OF REFERENCE FOR PROCUREMENT MANAGER (EQUIPMENT) UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

Title: Procurement Manager (Equipment)
Duty Station: East Khasi Hills, Meghalaya
Duration: 2 years (renewable)
Salary: as per MMDSL norms

Scope of Work:

1. Monitor stock levels and identify purchasing needs
2. Track orders and ensure timely delivery
3. Update internal databases with order details
4. To conduct administrative tasks within the Procurement division.
5. To assist/support the team with any quotation/tender activities
6. To expedite Purchase Orders with suppliers
7. To ensure supplier documentation is correctly filed / archived
8. Maintain updated records of invoices and contracts
9. Follow up with suppliers, as needed, to confirm or change orders
10. Liaise with warehouse staff to ensure all products arrive in good condition
11. Use the latest technology to improve operations
12. To be available to perform on-call duties as and when required.
13. Coordinate with finance to ensure accurate and timely processing of invoices.
14. Monitor and report on procurement KPIs to track performance and identify areas for improvement.
15. Conduct risk assessments pertaining to supply chain disruptions.
16. Evaluate supplier performance and ensure corrective actions as necessary to maintain quality standards and ensure no interruption in supply.

Qualification:

Bachelor of Technology in Biomedical Engineering.

Experience & Competencies:

1. Minimum of 2 years experience in handling medical equipment procurement or maintenance.
2. Good mental and physical health to work for long periods of time in a highly stressful atmosphere is required
3. Work experience as a Purchasing Assistant, Purchasing Officer/Manager or similar role
4. Good understanding of supply chain procedures
5. Hands-on experience with purchasing software
6. Advanced knowledge of MS Office (Word, Excel, Powerpoint)



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

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Shillong - 793003,
East Khasi Hills,
Meghalaya.

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7. Excellent analytical and problem-solving skills.
8. Effective written and verbal communication skills.
9. Ability to complete multiple tasks under pressure and should be a team player.
10. Demonstrates teamwork approach by assisting coworkers in expediting processes to ensure efficient and effective workflow in the delivery of quality care
11. Demonstrates a willingness to maintain a harmonious working relationship with staff members
12. Understanding of financial principles and budget management

Shri Ramkumar S
Managing Director

Approved By Shri Ramkumar S (Managing Director) on 09/03/2024 01:42 PM
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