



GRAMPOWER

Gram Power (India) Pvt. Ltd.

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Job Title	Sr. Procurement Specialist
Department	Purchase
Location	Jaipur/Delhi
About Gram Power	<p>Gram Power is an energy technology company founded out of Berkeley, California. We have developed disruptive Smart Grid technology to radically change the way electricity is supplied to and consumed by users. Our work has resulted in us designing the lowest cost smart meter in the world, the most advanced power distribution management technology and a Smart Grid solution for delivering energy to remote areas. Our technology enables rural and urban consumers to access reliable and clean energy, and to control and optimize their electricity expenses using their phones. Consumers pay for power just like they purchase recharge coupons for cell phones and interact with their power distribution companies like never before. Our technology also helps eliminate theft, pilferage or non-payment of power bills and was selected by NASA among the top 10 cleantech innovations around the world.</p> <p>We have so far brought Smart Grids to 30 remote areas in rural India and are now poised to take our technology to the national grid by managing power distribution for India's biggest private power distribution company. We will also be soon launching in Africa to bring energy to 1 million families. With strong funders from Europe and Silicon Valley, we are now bringing the benefits of our intelligent energy technology to rural and urban areas worldwide.</p>
About The Position	<p>The Procurement Specialist ensures that the items and services to build and maintain our advanced technology products are purchased from suppliers and are delivered according to set quality norms, budgets and timelines. An important aspect of this role is seeking maximum value for the company through time and cost agreements while working with technology advanced products.</p>
Job Responsibilities	<ol style="list-style-type: none">1. Interface with Product Planning Manager to plan and prioritize purchasing activities.2. Review planned orders, create requisitions for purchased items, and manage approval process.3. Communicate and prioritize approved purchase orders and supporting documents to supplier.4. Track order acknowledgement, prepare and communicate shortage and backlog reports, and provide visibility of potential interruptions to internal customers.5. Track orders and confirm system lead times, delivery dates, and costs.6. Review, update, and maintain purchase orders until they are closed.7. Ensure orders adhere to supplier agreements and contracts; report nonconformance.

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	<ol style="list-style-type: none">8. Lead finance and logistics staff in resolving reception and invoice discrepancies.9. Identify opportunities and implement actions to achieve efficiencies.10. Contribute to consolidation, reduction, and rationalization of the local supplier base.
Qualification and Experience	<ul style="list-style-type: none">• Master's or bachelor's degree in fields of Supply Chain, Engineering, or Manufacturing.
Competency	Skills and experience: <ul style="list-style-type: none">• Additional skills in purchasing and contract negotiation.• Adept with new inventory and accounting software can also be helpful.
What You Will Get	<ul style="list-style-type: none">• Competitive package• Electric workspace – talented people, open innovation, X-Box, caffeine, flexible and compulsory vacations!• Opportunity to build a critical and large scale system from ground up.
Culture at Gram Power	We support: <ul style="list-style-type: none">• Ideas• Innovation• Autonomy We Expect: <ul style="list-style-type: none">• Hunger for Learning• Unrest for Scale• Problem solver
Interactions with Inter Functional Departments	R&D, Operations, Business Development
Reports to	Technology Lead
Contact	Please forward your resume and cover letter to jobs@grampower.com

*** Employee's Roles and responsibilities at the Company can be modified/ changed at the discretion of the management from time to time.

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