

ONGC Tripura Power Company Limited (OTPC)
Job Description

Position	Executive (Contract & Material) – One Position
Place of Posting	Plant Site at Palatana (Tripura)
Qualification	B. Tech. (Mechanical / Electrical) with at least 60% marks from a recognized University / Institution
Experience	Minimum 3 years of relevant post qualification experience in Purchase functions with exposure to SAP / ERP module.
Industry Type	Power Sector
Compensation	Attractive
Job Description	<ul style="list-style-type: none"> • Preparation of Tender/Bidding documents based on approved techno-commercial proposal and estimates. • Techno commercial analysis of offers, purchase proposal preparation & award of work on SAP/ORACLE based ERP platform. • Co-ordination for design engineering / submittals, quality assurance & approval from user departments. • Expediting for supply of equipment / material vis-à-vis targeted schedule and plant exigencies. • Inspection co-ordination & QA/QC implementation in tandem with user departments & vendors. • Total inventory management of materials at stores & periodical MIS reporting. • Co-ordination for facilitating internal/external audit & statutory compliances.
Required Profile	<ul style="list-style-type: none"> • The Candidate should have proven experience in the domain area • Should have sound knowledge of ERP (preferably SAP) and savvy at using MS office packages. • Dynamic and having team playing ability. • Post graduate qualification in purchase and contract management will be preferred.
Contact Details	<p>Company Name: ONGC Tripura Power Company Ltd.</p> <p>Website : www.otpcindia.in</p> <p>Contact Person : DGM (HR & Admin)</p>