



## PURCHASE MANAGER

**Location: East Street, Camp, Pune | Job Type: Full-time | Experience: 09-15 Years | Industry: Real Estate, Construction | Gender: Male, Female**

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### About Us

**Kumar Properties Lifespaces Pvt. Ltd.** is one of India's most trusted and respected real estate brands, with a rich legacy of over 58 years in shaping urban landscapes. Headquartered in Pune, we have successfully delivered more than 35,000 satisfied homes and numerous commercial landmarks across key locations.

Our commitment to quality construction, timely delivery, and customer satisfaction has earned us an unmatched reputation in residential and commercial real estate. At Kumar Properties, we don't just build spaces — we craft enduring lifestyles.

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### The Opportunity

The Purchase Manager will be responsible for **planning, sourcing, negotiating, and procuring** all materials, equipment, and services required for construction and real-estate development projects. The role directly impacts **project cost, timelines, and quality**.

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### Key Roles & Responsibilities

#### 1. Procurement & Material Management

- Plan and execute procurement of **construction materials** (cement, steel, aggregates, MEP items, finishing materials, etc.)
  - Ensure **right quality, quantity, price, and timely delivery** at site
  - Coordinate material requirements with **project, planning, and site teams**
  - Monitor stock levels and avoid shortages or over-stocking
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#### 2. Vendor Development & Management

- Identify, evaluate, and onboard **reliable suppliers and subcontractors**
- Maintain a strong **vendor database**
- Conduct vendor performance reviews (quality, delivery, pricing)

- Build long-term strategic supplier relationships
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### 3. Cost Control & Negotiation

- Obtain competitive quotations and conduct **price comparisons**
  - Negotiate best prices, credit terms, delivery schedules, and warranties
  - Support **budgeting and cost-saving initiatives**
  - Control procurement costs without compromising quality or timelines
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### 4. Contract & Purchase Order Management

- Prepare and issue **Purchase Orders (POs)** and work orders
  - Ensure compliance with **contract terms, specifications, and legal standards**
  - Coordinate with legal and finance teams on contracts and agreements
  - Track PO status and resolve discrepancies
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### 5. Coordination with Internal Teams

- Work closely with:
    - **Project Managers**
    - **Site Engineers**
    - **Planning & Billing teams**
    - **Finance & Accounts**
  - Ensure smooth material flow aligned with project schedules
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### 6. Quality Assurance & Compliance

- Ensure procured materials meet **technical specifications and standards**
  - Coordinate with QA/QC teams for inspection and approvals
  - Ensure compliance with **company policies, safety, and statutory norms**
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### 7. Logistics & Inventory Control

- Oversee transportation and delivery schedules
  - Manage warehouse/site inventory and material reconciliation
  - Reduce material wastage, damage, and pilferage
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## 8. Documentation & Reporting

- Maintain procurement records, invoices, GRNs, and MIS reports
  - Prepare procurement forecasts and monthly purchase reports
  - Support audits and management reviews
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### Required Skills & Qualifications

- **Education:** Bachelor's degree in any stream or **Supply Chain Management**. A Master's degree or professional certifications like [CIPS](#) is often preferred.
- **Technical Knowledge:** Deep understanding of construction material specifications and market dynamics.
- **Software Proficiency:** Experience with ERP systems (like **SAP, Oracle, Quadra** etc) and advanced **MS Excel** for data analysis and reporting.
- Strong **negotiation and communication skills**.
- Vendor management and contract understanding.
- Cost control and analytical skills.
- **Core Competencies:** Exceptional negotiation, analytical thinking, and the ability to manage complex logistics under tight deadlines.
- **Track Record:** Proven ability to handle large-scale residential or commercial projects simultaneously.
- **Experience:** 09-15 years (5+ years in Managerial Role is mandatory)