



RECRUITMENT NOTICE

BITS Pilani, K K Birla Goa Campus invites applications for the position of **Jr. Office Assistant (Ad hoc)**. The position details are as follows:

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	Jr. Office Assistant
Job Type	Ad hoc and purely temporary basis for 3 months
Reporting to	Manager – Purchase
Will also work very closely with	<u>Key Internal:</u> Faculty, Staff, Accounts, All Concerned Officers of the Institute for their requirements <u>Key External:</u> Vendors
No. of Positions & Job Location	One Position in K.K. Birla Goa Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Tracking and maintaining the approval notes (NFA) related to procurement of material / services.• Generating purchase orders of all approved NFA through Oracle ERP.• Following up with vendors for delivery schedule.• Comparing material deliveries with issued purchase orders and contacting vendors in case of discrepancies.• Floating a purchase inquiry to prospective vendors based on requisition received from the end user and preparing the comparative statement.• Maintaining the vendors registration details in ERP systems.• Any other responsibility assigned by the In-charge from time to time.
Qualification and Personal Profile	Graduate in any stream. Experience in purchase and stores would be desirable. <i>Note: Qualification & Experience criteria may be relaxed for exceptional candidates.</i>
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Should be computer savvy and be conversant with MS-Office.• Should possess good communication and interpersonal skills.• Should be punctual, methodical, organized and self-motivated.• Should exhibit a high degree of ownership, commitment and flexibility.



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	<ul style="list-style-type: none">• Should have the ability to work independently and as one of a team.• Should be able to put in extra hours as per work demands.• Knowledge of ERP would be an added advantage.
Compensation	Rs. 29,950 p.m. (consolidated) Other benefits such as CPF @ 12% on Pay, Leave will be admissible as per institute norms.

Applications in the prescribed format (refer [Employment Application Form](#)) may be submitted along with copies of the testimonials to the office of Dean, Administration within **28-Jan-2023** or it may be emailed to hroffice@goa.bits-pilani.ac.in within the due date.

Dean, Administration