

# Procurement Executive

Full-time | Head Office Team

Base Location: Remote

Min. 2-3 years' experience

Reporting Line: Finance Manager

Desired Start Date: ASAP (1st April 2026)



## About Oorja

Oorja ([www.oorjasolutions.org](http://www.oorjasolutions.org)) is an award-winning social enterprise based in New Delhi. We are on a mission to empower 1 million farmers globally by 2035 with the agricultural solutions they need to sustainably increase their income and quality of life.

Oorja is a Farming-as-a-Service company working at the intersection of solar energy and sustainable agriculture. Our focus is on powering beneficial appliances that help users to generate stable incomes, create jobs and mitigate carbon emissions. Despite urgent need, around 90% of marginal farmers cannot afford to invest in solar technology for their farms. Oorja wants to close this gap. We install and maintain solar pumping systems for community use. Oorja sells affordable solar irrigation services on a Pay-Per-Use basis to smallholder farmers, without any upfront cost to them. We also offer offline and digital advisory services to strengthen climate resilience. We operate in rural areas of northern India where farmers are currently reliant on polluting and expensive diesel motors for their energy needs.

Our core strengths are our inclusive, farmer-centric business model and a diverse and driven team with shared passion for sustainable development. Some of our funders and partners in this mission are:



## Role Background

We are looking for a detail-oriented and responsible Procurement Executive to manage procurement of solar and other equipment and inventory and support internal control processes. This role requires close coordination with internal departments, manufacturers, suppliers, vendors, and the finance team to ensure smooth purchasing operations, accurate documentation and compliance with company policies. The ideal candidate should have hands-on experience in procurement and supply chain management with strong record-keeping and ERP knowledge.

## Roles and Responsibilities

The Procurement Executive will be responsible for managing end-to-end procurement activities for company, both nationally and locally, ensuring cost-effectiveness, quality, compliance, and timely availability of materials for project execution. The role will also support internal control processes by maintaining accurate asset records, inventory registers, ERP updates, and bill approvals in coordination with the Finance Manager.

### A. National Procurement at Head Office

- Handling end-to-end national and local procurement from requesting quotations from vendors to delivery of materials to company warehouses
- Receiving purchase requests from the Engineering and Field Operations Managers and other functional heads via purchase requisition, reviewing them for accuracy, matching them with the available stock in the warehouses, determining purchasing needs and obtaining approval from the Finance department to purchase what's not in stock Raising Quotation requests from several vendors, evaluating and comparing them based on quality, price, lead time, payment terms, etc. and selecting a vendor as per company policy
- Negotiating prices, warranty and payment terms, and delivery timelines with vendors to ensure optimal value and cost savings for the company
- Preparing Purchase Orders with detailed technical specifications and other required information and sharing with the selected vendor
- Collecting Proforma Invoices from vendors for processing advance or full payments as per agreed terms; arranging transport if not provided by the vendor
- Ensuring timely dispatch and delivery of procured materials, providing delivery addresses to the vendor, requesting e-way bill, serial numbers of equipment, vehicle number and driver details, tracking the movement, arranging optimal number of labours for unloading at the warehouse
- Getting materials counted to match ordered quantity, checked for any damages, if any materials are missing or damaged informing and sending photos and videos of the damage to the vendor immediately for replacement, ensuring the handover sheet is filled
- Obtaining warranty certificates and Tax Invoices against the payment and resolving any supply, quality, or invoicing issues with vendors to close the procure-to-pay cycle
- Updating and maintaining the Asset Register project wise and inventory records accurately
- Updating all procurement-related transactions in the ERP system

### B. Local Procurement at Branch Office

- Coordinating with Field Operations Manager, Field Administrative Officers and Solar Technicians to obtain monthly materials requirement and budget for borewell construction, civil works, fencing and other installation works

- Getting quotations at the field level for the procurement of civil, fencing and BOS materials, transportation and local labour used for project site installations, ensuring civil materials are procured in the right quantity and labour hired is optimal
- Negotiating the cost of civil, fencing and BOS materials, loading and unloading of materials, transportation from vendor to warehouse, warehouse to project sites and between operational districts and local labour, comparing and selecting the most cost-effective option
- Obtaining GST invoices, receipts, vouchers for labour and other details as per company format and policies and sharing with the Finance department before processing the payment
- Process payment through UPI and bank transfer using the Kodo platform
- Identifying local vendors for borewell construction, requesting quotations, negotiating costs, comparing and selecting the most cost-effective option; obtaining GST invoices for borewells constructed monthly, checking them for accuracy and updating the borewell tracker
- Supervising warehouse maintenance and sale of packaging materials quarterly
- Coordinating the shipment and receipt of equipment from the vendor and service centre for replacement and repair
- Reviewing stock movement register and inventory sheet on a weekly basis for tracking regular updates being made of movement of stock

### **C. Internal Control**

- Conducting periodic stock audits at company warehouses as well as project sites and reconciling of physical material with stock movement register and inventory sheet
- Ensuring procurement records documentation is properly filled, updated and maintained
- Monitoring procurement budgets to avoid cost overruns; implementing continuous cost-reduction strategies by analysing current purchasing practices and market trends
- Monitoring supplier performance to ensure compliance with contract terms, company policies, and quality standards; identify and mitigate potential risks within the supply chain
- Researching, evaluating, and selecting potential suppliers based on reliability, product quality, and cost-efficiency; fostering and maintaining long-term vendor relationships
- Visiting manufacturer or supplier facility if required when selecting a new vendor
- Implementing internal control measures to prevent errors and fraud
- Ensuring compliance with internal procurement policies and SOP
- Assisting with internal and external audit processes
- Preparing procurement reports and summaries for management review

## **Qualifications & Abilities**

- Bachelor's degree in commerce (BCom), Business Administration, Supply Chain Management, or a related field
- Minimum 2 years of proven experience in procurement, purchasing, or supply chain management
- Deep understanding of procurement processes and vendor management
- Strong knowledge of asset management and inventory management and control
- Basic understanding of finance processes and bill verification and ability to make data-driven decisions
- Working knowledge of ERP systems and proficiency in MS Office and Excel
- Competency at documentation and record-keeping
- Excellent negotiation skills with ability to secure advantageous deals and favourable contract terms
- Good written and verbal communication skill in English and Hindi
- High level of integrity, excellent multitasking and project management skills and attention to detail

## Key Performance Indicators (KPIs)

- Cost Savings: Total reduction in procurement, material, labour and transport costs
- Procurement Cycle Time: The average time it takes to complete the purchasing process from initial requisition to final delivery
- Supplier Performance: The quality and reliability of vendors based on continuous evaluation.
- Contract Compliance: Strict adherence to negotiated terms, conditions, and regulatory guidelines

## Remarks

- Initial 3-month probation period. On confirmation after performance evaluation, this will be a full-time permanent position.
- Note this role involves travelling to company's branch offices in Uttar Pradesh, supplier and other locations as required for effective execution of responsibilities.

## What We Offer

- Competitive remuneration package
- A highly enthusiastic, driven and ambitious team comprised of development professionals, researchers, engineers, agronomists and community mobilisers
- Interesting field of work at an award-winning company where you will build your knowledge and experience in solar technology and sustainable agriculture
- Close mentorship for career development and a friendly work environment
- The opportunity to make a difference and to help improve people's lives.

## How to Apply

Please apply by filling the online application form here – [www.oorjasolutions.org/apply-now](http://www.oorjasolutions.org/apply-now).

## Equal Opportunities and Non-Discrimination Statement

Oorja Development Solutions India Private Limited is an equal opportunity employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to religion, race, caste, gender, place of birth, sexual orientation, marital status or disability status. Oorja endeavours to provide a safe, diverse and comfortable workplace. Oorja will not adversely discriminate, and prohibits other adverse discrimination at the workplace, against any person on its premises, whether that person is in its employment or otherwise. If you can contribute to our organisation, we invite you to apply for the job.