

NICDC LOGISTICS DATA SERVICES LIMITED

Job Description – Assistant Manager – IT Procurement

Job Title: Assistant Manager – IT Procurement

Location: Delhi NCR, India

Department: Purchasing

Company Detail:

NICDC Logistics Data Services Limited (NLDSL) was incorporated on 30th December 2015, as a joint venture between the Government of India represented by the National Industrial Corridor Development and Implementation Trust (NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation. The objective is to effectively leverage ICT across the Indian Logistics Sector, inculcate best practices across various processes, and work towards bringing efficiency in the supply chain.

The company aims to bring visibility and transparency in the logistics environment, streamline operations, and contribute to the government's plan of improving the Ease of Doing Business in India. **For more details, log on to www.nldsl.in**

Position Overview:

We are seeking a proactive and skilled Assistant Manager – IT Procurement with hands-on experience in IT related procurement, vendor management, and working knowledge of Government e-Marketplace (GeM) portal. The ideal candidate will support the Purchasing department in managing procurement processes, vendor coordination, hardware/software requirements, and ensuring smooth operations of IT infrastructure and related services.

Key Responsibilities:

IT Procurement & Vendor Management

- Manage procurement of IT hardware, software, and services as per organizational requirements.
- Handle end-to-end procurement through GeM portal including bid creation, tendering, evaluation, and finalization.
- Negotiate with vendors and service providers to ensure competitive pricing and quality standards.
- Maintain vendor databases and ensure timely renewals of AMC, licenses, and subscriptions.
- Ensure compliance with procurement policies and government guidelines.

IT Infrastructure & Support

- Coordinate with internal teams and vendors for installation, configuration, and maintenance of IT systems and equipment.
- Ensure seamless functioning of IT infrastructure including servers, network, and security systems.

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- Assist in resolving IT-related issues and liaise with service providers for technical support.

Budgeting & Reporting

- Assist in preparing the IT procurement budget and tracking expenditure.
- Maintain detailed records of procurement activities, vendor contracts, and payment schedules.
- Prepare periodic reports on procurement status and vendor performance.

Compliance & Process Improvement

- Ensure adherence to statutory guidelines and audit requirements related to IT procurement.
- Identify opportunities for automation and process enhancement in procurement operations.
- Keep updated with the latest IT products, services, and procurement trends, especially on the GeM portal.

Education and Certifications:

Mandatory: Bachelor's degree in Information Technology / Computer Science / Electronics / relevant discipline.

Desirable: Certification in IT procurement, vendor management, or related areas. Knowledge of GeM portal processes will be an added advantage.

Technical Skills, Knowledge & Abilities:

- Strong knowledge of IT procurement processes and vendor management.
- Hands-on experience in handling procurement through the GeM portal.
- Familiarity with hardware, software, networking, and IT services.
- Excellent negotiation and communication skills.
- Proficiency in MS Office and procurement management tools.
- Ability to manage multiple procurement projects and meet deadlines.

Work Experience:

Minimum 3–5 years of relevant experience in IT procurement and vendor management.

Experience in managing GeM portal-based procurement will be preferred.

Compensation:

As per company norms.

Perks – Term Insurance, Medical Insurance, Accident Insurance, etc.