

Procurement Officer

Starting Date: As soon as possible
Contract type: Full-time (40 hours per week)
Contract Duration: Open-ended
Salary: INR 14,08,300/- per annum
Location: New Delhi, India
Application closing date: 19 May 2024 midnight

About the Job

Better Cotton is now seeking a Procurement Officer who will support the Procurement workstream. We are looking for an enthusiastic, energetic individual who is eager to make a difference and will thrive in guiding and supporting staff.

You will be responsible for managing day-to-day procurement tasks and work with your team to develop IT solutions to automate and simplify these tasks, so being able to think outside the box will come in handy. You will be based in India and join the Global Operations Team, which plays a key role in supporting the daily operations of the organisation and seeks to improve and facilitate how we operate!

You will work closely with colleagues based in India, the UK and Switzerland and report to the Senior Procurement Coordinator, based in the UK.

This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

Your Role and Responsibilities

Suppliers and Contract Management

Day-to-day tasks & continuous improvement

- Monitor and address internal support requests on Microsoft Dynamics;
- Assist with the implementation of processes and policies, including: reviewing documentation; liaising with team members to support processes (Communications & Finance); proactively identifying areas for improvement as required;
- Review & file expense requests submitted by staff members;
- Conduct financial & screening checks for potential suppliers, on designated software or by liaising with our due diligence partners;
- Coordinate the publication of Requests for Proposals and Requests for Interest onto the relevant websites and redirect incoming applications both locally and globally;
- Maintain an up-to-date database of suppliers & active contracts;
- Monitor and review incoming applications on our Consultant Roster.

Internal engagement

- Support the management of the internal Procurement Microsoft Teams channels to keep staff informed about upcoming and existing policies and processes;
- Publish weekly news and tips from the Procurement Team;
- Design training materials (written materials and videos) to guide staff through procurement;
- Offer one-on-one training and inductions to staff, as required.

India specific support

- Onboard new local suppliers (database and pre-invoicing financial checks) and prepare contracts as required;
- Support the team in the expansion of our supplier database - more comprehensive and fit for purpose;
- Draft contracts, liaising with staff, suppliers and our legal partners, as required;
- Complete and file procurement documentation related to each contract.

Profile

The selected candidate will have the following skills, knowledge, and experience:

Skills, Knowledge & Experience

Essential

- Graduation with at least 3 years of experience in administration and in a relevant position
- Ability to work independently and to take initiative
- Proficient English (written and verbal); Better Cotton's language of operation is English
- Strong attention to detail
- Excellent written and oral communication skills
- Happy to provide support to others
- Strong ethics & reliability
- Solid working knowledge of Microsoft 365 package (Outlook, Word, Excel, SharePoint) or evidence of picking up IT programmes and systems quickly
- Excellent organisational skills, capacity to multi-task and handle a set of different priorities
- Experience communicating and working with a wide range of people from different backgrounds and cultures

Desirable

- Interest in and commitment to sustainability
- Experience working in procurement or purchasing (ideally for an NGO)
- Experience leading or supporting training or inductions for colleagues
- Knowledge of another language
- Interest in and commitment to sustainability

- Experience working in procurement or purchasing (ideally for an NGO)
- Experience leading or supporting training or inductions for colleagues

Working arrangements

The position is full-time (40 hours per week) and will be based in the Delhi, India. Better Cotton offers flexible working, with core hours being 10am – 4pm., staff are required to come to the Better Cotton Delhi office as per flexible working policy (currently minimum one week in every 6 weeks) but depending on the work requirement and in agreement with the line manager more work from office days may be required.

The hiring of this role will be through our Employer of Record.

What we offer

- Competitive salary
- The opportunity to work from anywhere in the world for up to one month per year
- Continuous learning and development
- Employees Provident Fund
- Mediclaim and Life Insurances
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

Apply now

Send us by or before 19 May 2024 midnight your detailed CV (2 pages maximum) and a brief cover letter (1 page maximum) in English via the below link

[Application for Procurement Officer](#)

About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with strong commitment to good practice and transparency in the management of natural, human, and financial resources.

We have a zero-tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. In the 2021-22 cotton season, 22% of global cotton production was Better Cotton, grown in 22 countries around the world. Our programme reached 2.8 million farmers which included more than 2.2 million Better Cotton licensed farmers. A fifth of the world's cotton is now grown under the Better Cotton Standard. We have brought together cotton industry stakeholders to drive our common goals, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

To learn more about Better Cotton's current work, please visit [this page](#) on our website.

Our hiring process

If your profile matches our search, you will be contacted by the HR team:

Step 1 : To complete a written assignment and thinking skills written assessment online

Step 2: If you are successful in your written online assignment, you will be invited to the 1st interview with the hiring manager(s) and HR. Otherwise, you will receive an email to inform that you are not selected.

Step 3 : If you are successful in the 1st interview, but we still want to explore additional areas of your knowledge, skills and experience, you will be invited to attend the 2nd final interview.

Step 4 : If you are successful in the 2nd final interview, you will be asked to provide at least two references including one from your most recent manager and job.

Step 5 : If your references are satisfactory, you will receive an offer letter from HR. Otherwise, you will receive an email to inform that you are not selected.