

We're Hiring: Procurement Officer

We're looking for an experienced Procurement Officer to manage end-to-end procurement activities, optimize costs, ensure compliance, and build strong vendor relationships.

◆ Key Responsibilities:

- End-to-end Procurement Management (Planning, Sourcing, Negotiation & Contracting)
- Vendor Evaluation, Onboarding & Performance Management
- Procurement Compliance, Policies & Documentation
- Budget Monitoring & Cost Optimization
- Cross-functional Coordination with Finance, IT, Marketing & Operations
- Procurement Reporting & Team Support

🏠 Requirements:

- Bachelor's degree in Supply Chain Management, Business Administration, Finance, Engineering, or a related discipline
- Professional certifications (CSCM/PGDSCM/CPSM or equivalent) will be preferred
- 5–7 years of experience in Procurement, Supply Chain, or Commercial Operations
- Experience in Healthcare, Digital Health, Pharmaceuticals, IT Procurement, Development Organizations, or Corporate Procurement preferred
- Startup experience will be an added advantage

👛 Core Competencies:

- Procurement & Contract Management
- Strategic Sourcing & Vendor Management
- Procurement Compliance & Governance
- Negotiation & Financial Analysis
- ERP/Procurement Systems & MS Office
- Strong communication, stakeholder management, and problem-solving skills

🎁 What We Offer:

- ✓ Competitive Salary & KPI-Based Review
- ✓ Provident Fund, Gratuity & Health Insurance
- ✓ 2 Festival Bonuses + Weekly 2 Holidays
- ✓ Mobile Allowance
- ✓ Supportive Culture & Growth Opportunities

 Send your CV to: career@shukhee.com

 Application Deadline: 23 July, 2026



CAREER

OPPORTUNITY
at Grameen HealthTech Limited

Procurement Officer



Send your CV to
career@shukhee.com

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www.shukhee.com



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