



New **Refurbished**

WE ARE INDIA'S LARGEST
DESKTOPS / LAPTOPS / SMARTPHONES / TABLETS / PERIPHERALS
REFURBISHER WITH A PAN INDIA PRESENCE

GENUINELY PROCURED AND SOLD WITH AN INVOICE CHECKED, TESTED, CERTIFIED reboot CERTIFIED JUST LIKE NEW

REFURBISHED WITH A WARRANTY NEW BOX PACKAGING GLOBAL ACCREDITATION SAVE MONEY

| | | |
|-------------------------------------|---|---|
| Position | : | Head of Procurement |
| Years of Relevant Experience | : | 10 years |
| Academic Background | : | MBA (preferably) |
| Past Business Experience | : | Retail, Telecom, Logistics |
| Location of Operation | : | Delhi |
| Salary | : | To be decided (Company will include ESOP's) |

ABOUT THE COMPANY:

Reboot is India's Largest Desktops, Laptops, Smartphones, Mobility Devices and Peripherals Refurbisher, with a Pan-India presence. Today, it operates in 12 States and soon is expanding to 22 States with 220 retail infinity stores by 2017. Reboot is a Microsoft registered refurbisher which provides affordable and "just like new" products through its online and offline stores along with one year warranty. Its growth has been phenomenal and Reboot has taken the nation by a storm!

SUMMARY:

You are expected to be forward thinking, strategic, hands-on professional with a broad background in leadership of the procurement function, ideally in the broader public & private sector. You have to display exceptional abilities in understanding strategic needs and client needs for timely, yet fair procurement and apply best practices and technology to ensure that the procurement organization is a model of excellence.

PRIMARY RESPONSIBILITIES:

- In consultation with the CEO, Reboot, developing range goals and objectives for the department including a comprehensive enterprise wide procurement plan all over India.

- Create Procurement Opportunities for Reboot and Convert deals to reduce input cost for the company to expected standards. Working with departmental leaders to ensure that procurement and buying strategies meet the diverse needs in a timely fashion while ensuring alignment to professional standards and fair decisions.
- Identify and create Procurement channels through which Reboot can procure IT Hardware from Corporates directly and make it a cost effective source. As a key member of Procurement Pan India, motivate and lead large marketing team and operations with continual focus on success and business objectives

REQUIREMENTS:

- **Leadership:** Successful track record as a Procurement Services leader, demonstrated through progressive management experience in a range of complex organizations with sophisticated procurement requirements, ideally in a public sector unionized environment.
- **Procurement – Policy and Procedures:** Demonstrated knowledge and experience in strategic procurement including planning, policy development, associated control procedures and project management while ensuring high standards of ethics and professional conduct.
- **Procurement – Operational Capacity:** Excellent analytical and problem solving capabilities including advanced knowledge and experience in writing and issuing tender and other procurement documents including RFI's, RFP's, RFQ's, etc.
- **Project Management:** Ability to plan, prioritize and balance multiple priorities in a fast-paced environment while maintaining a positive attitude.
- **Relationship Building and Engagement:** Demonstrated ability to build high levels of credibility within diverse work groups by implementing effective engagement strategies as well as the ability to develop productive and sustainable partnerships with a range of key stakeholders.
- **Communication & Interpersonal Skills:** Effective interpersonal and both oral/written communication skills. Ability to succinctly present information including management reporting, presentations and consensus building.
- **Education:** Business Administration Degree from a recognized post-secondary institution, specializing in purchasing/buying or equivalent knowledge or experience.

REPORTING

: CEO, Reboot Systems India Pvt Ltd