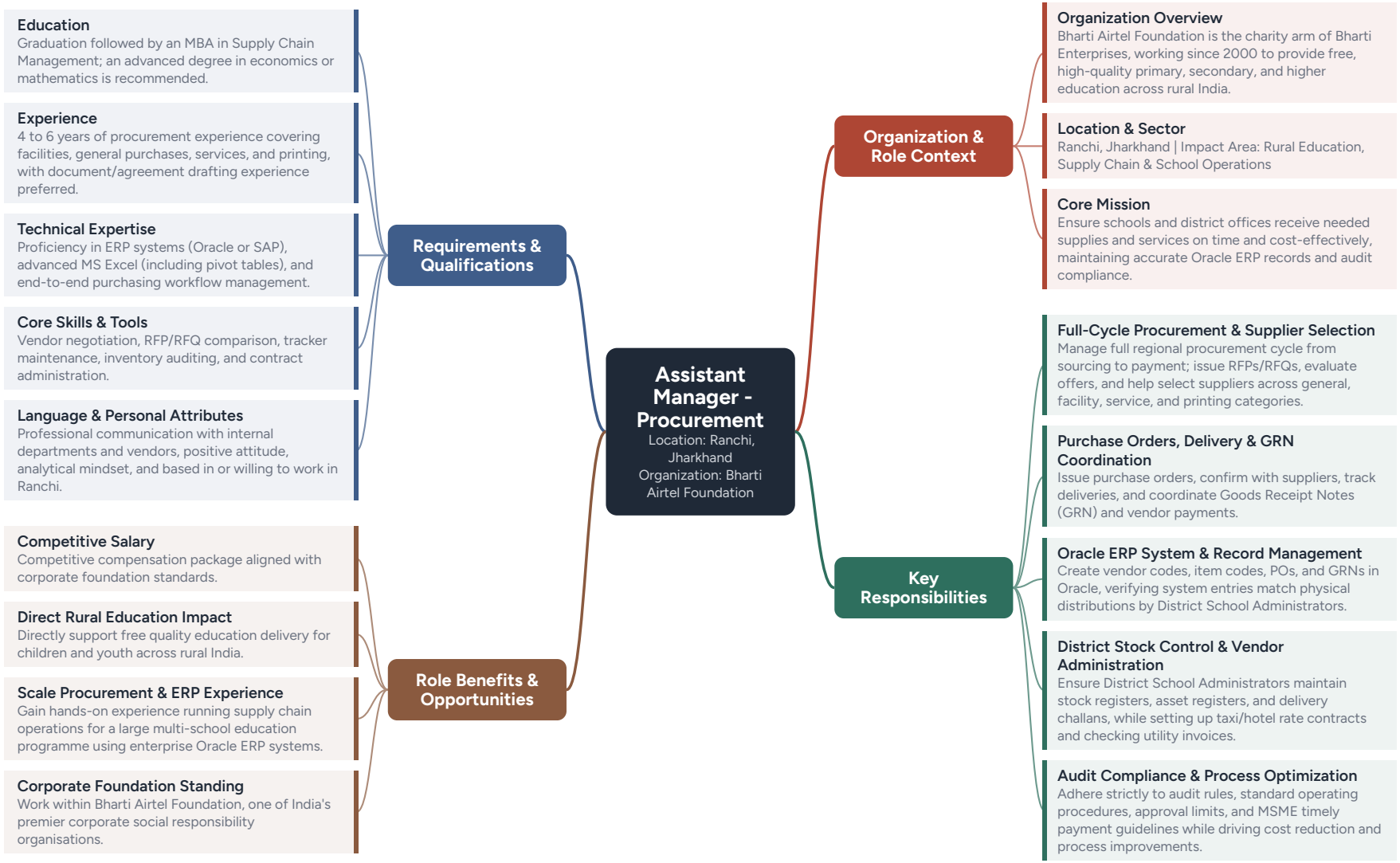
Bharti Airtel Foundation

# Assistant Manager – Procurement in Ranchi | Bharti Airtel Foundation

Ranchi, Jharkhand · full-time · mid level · Competitive

Application Assist →

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## Skills this role needs

| | | | | |
|---|---|---|---|---|
| Procurement and vendor management | Oracle ERP | Vendor negotiation | Advanced Excel with pivot tables | Drafting agreements and contracts |

## Job description

### Bharti Airtel Foundation

Bharti Airtel Foundation is the charity arm of Bharti Enterprises. Since 2000, it has worked to give children and young people in rural India a good, free education. It runs programmes at primary, secondary and higher levels, and supports children's all-round growth, not just their schooling. The Foundation works closely with government, companies and rural communities to reach its goals. This role sits within Bharti Airtel Foundation's procurement and administration team, which buys, tracks and accounts for the goods and services its school programmes need.

### Role

As Assistant Manager - Procurement in Ranchi, you will make sure schools and district offices get the supplies and services they need, on time and at a fair cost. You will run the full purchase cycle for your assigned categories, keep Oracle records in line with what actually reaches schools, look after travel and vendor arrangements, and help the Foundation follow its audit rules. You will also look for better and cheaper ways of working.

#### Responsibilities

- Manage the full procurement cycle for regional purchase requests in your assigned categories, from sourcing to supplier payment.
- Issue requests for proposals and quotations (RFP/RFQ), compare the offers and help choose suppliers.
- Send purchase orders, confirm them with suppliers, follow up on delivery and coordinate goods receipt notes (GRN) and payments.
- Support the head office procurement team on assigned purchase requests.
- Create vendor codes, item codes, purchase orders and GRNs in Oracle.
- Check that material issued in Oracle matches what District School Administrators actually distributed to schools.
- Maintain purchase request and payment trackers.
- Make sure District School Administrators keep stock registers, asset registers and delivery challans up to date in district offices and schools, and share scanned copies with head office.
- Set up rate contracts with taxi and hotel vendors, and book travel and stays for visitors and events.
- Check mobile and data card invoices and forward them for payment.
- Follow audit rules, standard procedures and approval limits, including paying MSME suppliers on time.
- Introduce new practices that strengthen processes and cut costs.

#### Requirements

- Graduation followed by an MBA in Supply Chain Management; an advanced degree in economics or mathematics is recommended
- 4 to 6 years of experience in procurement, covering general purchases (facilities), services and printing
- Experience creating or drafting documents and agreements is preferred
- Able to interact professionally with user departments and vendors
- Good negotiation skills with vendors
- Positive attitude towards work
- Experience working on an ERP system like Oracle or SAP, and skilled in Excel, including pivot tables

#### Benefits

- Competitive salary.
- Help bring quality education to children in rural India.

- Gain experience running procurement for a large education programme across schools and district offices.
- Work with one of India's well-known corporate foundations.

## Apply

Check your fit for the role and receive the apply link in your mailbox

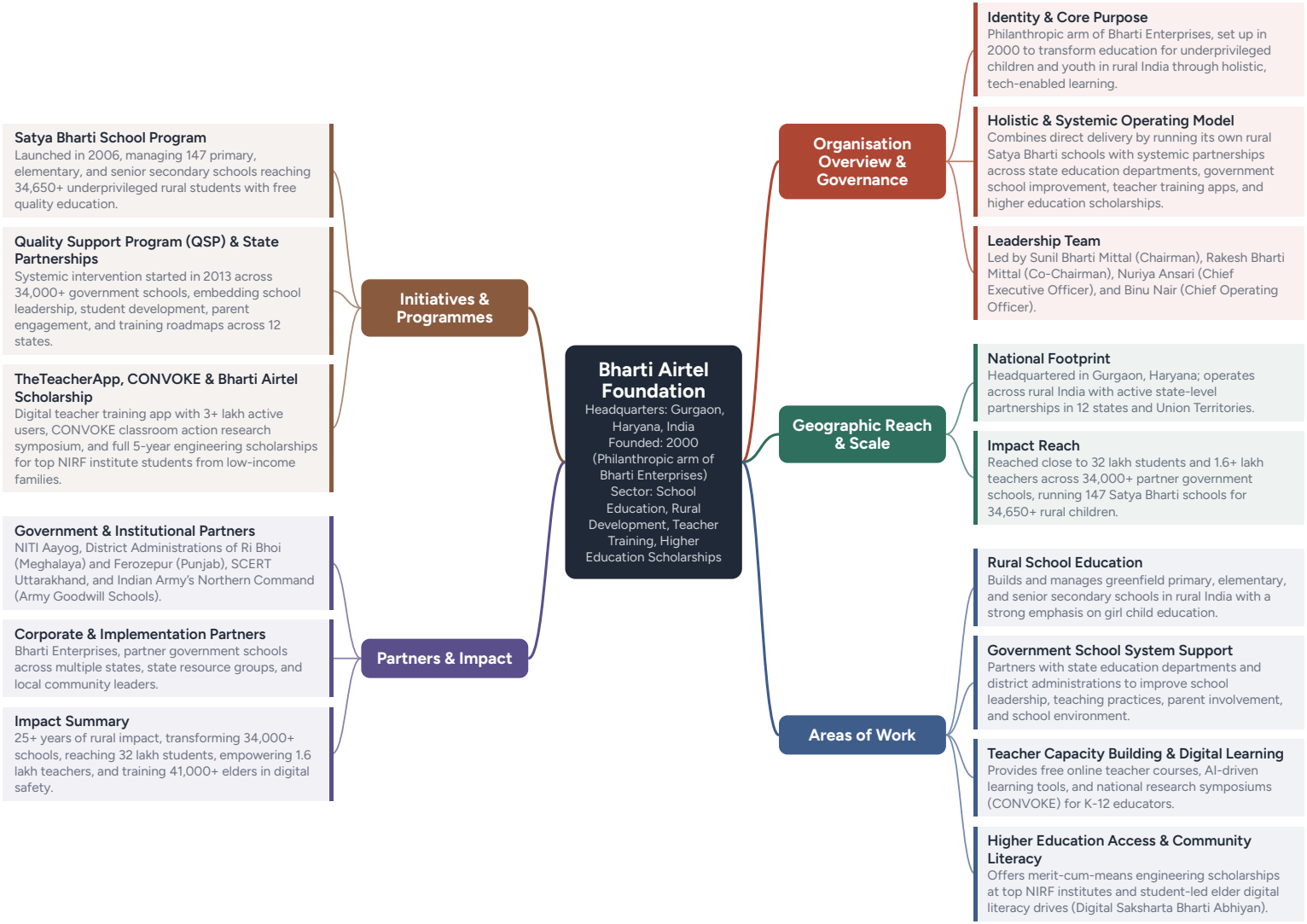
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About the organisation

# Bharti Airtel Foundation

Education

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## About Bharti Airtel Foundation

Bharti Airtel Foundation is the philanthropic arm of Bharti Enterprises, set up in 2000 to work on education in India. Its stated vision is to help underprivileged children and youth across the country realise their potential. Its mission is to create and support programmes that drive sustainable change through education and the use of technology. Most of its work is in rural India, where it runs its own schools and also works with government schools to improve teaching and learning. It describes its approach as holistic, covering academic learning along with life skills, leadership, school environment and community involvement, and it works with state governments, education departments, corporations and local communities.

> *Headquarters: Gurgaon, Haryana, India*

### Major Areas of Work

- School education: Running its own schools for underprivileged children in rural areas, from primary to senior secondary level.
- Government school improvement: Working with partner government schools and state education departments on school leadership, teaching practice, student life skills and parent involvement.
- Teacher development: Free online training, courses and resources for teachers, and support for teacher-led action research through its national symposium, CONVOKE.
- Higher education access: Scholarships and institutional partnerships that help students from low-income families study at leading institutions.
- Community engagement: Student-led literacy and digital literacy campaigns and community volunteering linked to its schools.

### Major Initiatives and Programmes

- Satya Bharti School Program: Launched in 2006, a network of primary, elementary and senior secondary schools built and managed by the Foundation for underprivileged children in rural India, with an emphasis on girls.
- Quality Support Program: Started in 2013 with state governments, it works with partner government schools on co-scholastic interventions under four pillars (school leaders and teachers, students, parents and community, and school environment), aiming to institutionalise these practices within 3 to 5 years.
- QSP State Partnerships: Provides technical and management support to state education departments to run the Quality Support Program at district and state scale, including training roadmaps, guidelines, monitoring and training for state and district resource groups.
- TheTeacherApp: A free teacher training platform launched in November 2024 on web, iOS and Android, offering self-paced courses including foundational literacy and numeracy, certificates on completion and AI tools for K-12 teachers.
- Bharti Airtel Scholarship: A merit-cum-means scholarship for first-year undergraduate and integrated engineering students at the top 50 NIRF-ranked institutes with family income up to INR 8 lakh a year, covering full tuition, hostel and mess fees and a laptop for up to five years, with an emphasis on girl students.
- Saksharta Bharti Abhiyan and Digital Saksharta Bharti Abhiyan: student led literacy and digital skills campaigns, including training more than 41,000 elders in safe digital practices, payments and cybersecurity.
- CONVOKE: a national research symposium where teachers present action research from their own classrooms.

### Impact

Bharti Airtel Foundation has worked in rural India for more than 25 years. Its Satya Bharti School Program runs 147 schools reaching over 34,650 students and 1,200 teachers. Its Quality Support Program and State Partnerships together cover more than 34,000 schools, reaching close to 32 lakh students and over 1.6 lakh teachers across 12 states and union territories. TheTeacherApp has more than 3 lakh active users, and its Digital Saksharta Bharti Abhiyan has trained over 41,000 elders in digital safety and literacy.

### Partners

NITI Aayog, District Administration of Ri Bhoi (Meghalaya), District Administration of Ferozepur (Punjab), SCERT Uttarakhand, Indian Army's Northern Command (Army Goodwill Schools), partner government schools across multiple states

### Leadership

- Sunil Bharti Mittal, Chairman
- Rakesh Bharti Mittal, Co-Chairman
- Nuriya Ansari, Chief Executive Officer
- Binu Nair, Chief Operating Officer

Bharti Airtel Foundation suits people who want to work on school education at scale. The work includes running its own schools in rural India, supporting government schools and state education departments, and building a digital platform for teachers. Staff work on direct delivery in schools and also on system-level work with state governments, inside an organisation backed by a large corporate group. It fits educators, programme managers, trainers and technologists who are comfortable working in rural settings and with government systems.

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