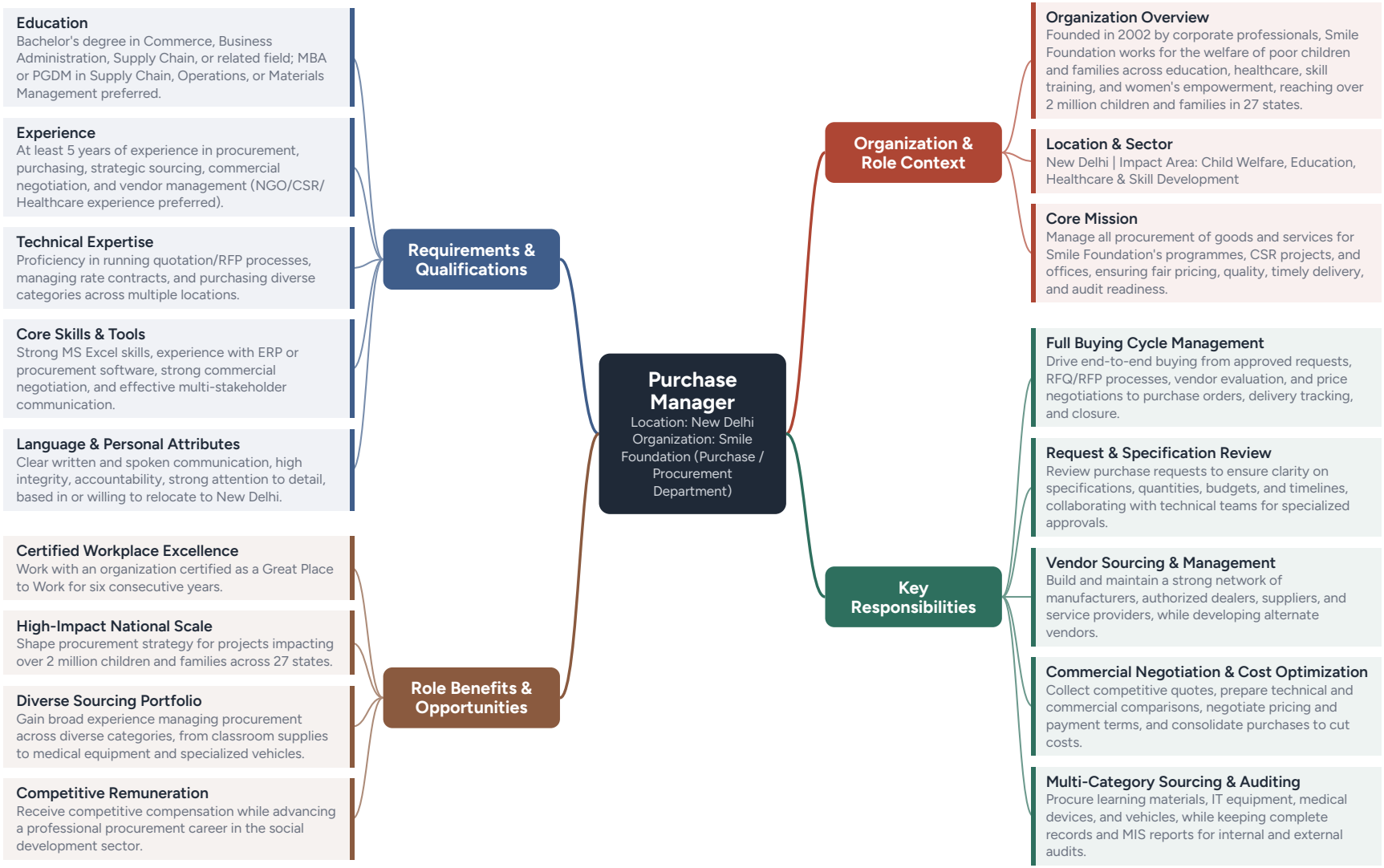
Smile Foundation

Purchase Manager in New Delhi | Smile Foundation

New Delhi, Delhi · full-time · senior level · Competitive

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Skills this role needs

Strategic Sourcing & Procurement	Commercial Negotiation	Vendor Development & Management	RFQ / RFP Evaluation	Procurement MIS & Analytics

Job description

Smile Foundation

Smile Foundation works for the welfare of children and families from poor communities. Its programmes cover education, healthcare, skills training, women's empowerment and support for grassroots groups. Professionals from the corporate world started it in 2002. Today it reaches over 2 million children and their families in 27 states, with 10 offices and more than 650 staff. It currently runs projects worth ₹80 crore across urban slums and rural areas, mostly funded through CSR (corporate social responsibility), either directly or with grassroots partner organisations. This role sits within Smile Foundation's Purchase / Procurement department, which buys the goods and services that programmes, projects and offices need.

Role

The Purchase Manager will handle all buying of goods and services for Smile Foundation's programmes, CSR projects and offices. You will find good vendors, get fair prices and make sure things arrive on time and in good condition. You will keep the whole process open, well recorded and ready for audit. This role suits a hands-on procurement professional who negotiates well, can juggle many purchases at once, and works easily with teams and vendors across different locations.

Responsibilities

- Manage the full buying cycle, from approved requests through vendor search, RFQ (request for quotation) and RFP (request for proposal), evaluation, negotiation, purchase orders, delivery and closure.
- Review purchase requests to make sure specifications, quantities, budgets, delivery locations and timelines are clear, and work with technical teams to approve specialised specifications.
- Build and maintain a strong network of manufacturers, authorised dealers, suppliers and service providers, and develop alternate vendors.
- Collect competitive quotes, prepare technical and commercial comparisons, and lead negotiations on price, payment terms, delivery, warranty, maintenance contracts, installation, training and after-sales support.
- Buy for a wide range of programme needs, including learning materials, IT equipment, medical equipment, specialised vehicles, water systems, furniture and infrastructure, weighing quality, service and total cost, not just price.
- Prepare purchase orders, work orders, rate contracts and annual agreements, and find ways to combine purchases and cut costs.
- Track deliveries, installation, vendor performance and warranty commitments.
- Keep complete procurement records for audits, and prepare MIS (management information system) reports on open requests, orders, deliveries, savings and turnaround time, working closely with programme, finance, admin, IT and HR teams.

Requirements

- A bachelor's degree in commerce, business administration, supply chain or a related field, and an MBA or PGDM (Post Graduate Diploma in Management) in supply chain, operations or materials management is preferred.
- At least 5 years of experience in procurement, purchase, strategic sourcing, commercial negotiation and vendor management.
- Experience running quotation and proposal processes, purchase orders and contracts.
- Experience in the NGO (non-governmental organisation) or development sector, CSR projects, healthcare, or buying across many locations is an advantage.
- Strong skills in MS Excel, and experience with ERP (enterprise resource planning) or procurement software is desirable.

- Clear written and spoken communication, and the ability to work well with many different teams and vendors.
- A high level of honesty, accountability and attention to detail.
- Based in or willing to relocate to New Delhi.

Benefits

- Work with an organisation certified as a Great Place to Work for six years in a row.
- Shape how a national organisation buys for projects that reach millions of children and families.
- Gain experience across many kinds of procurement, from classroom supplies to medical equipment and vehicles.
- Competitive pay.

Apply

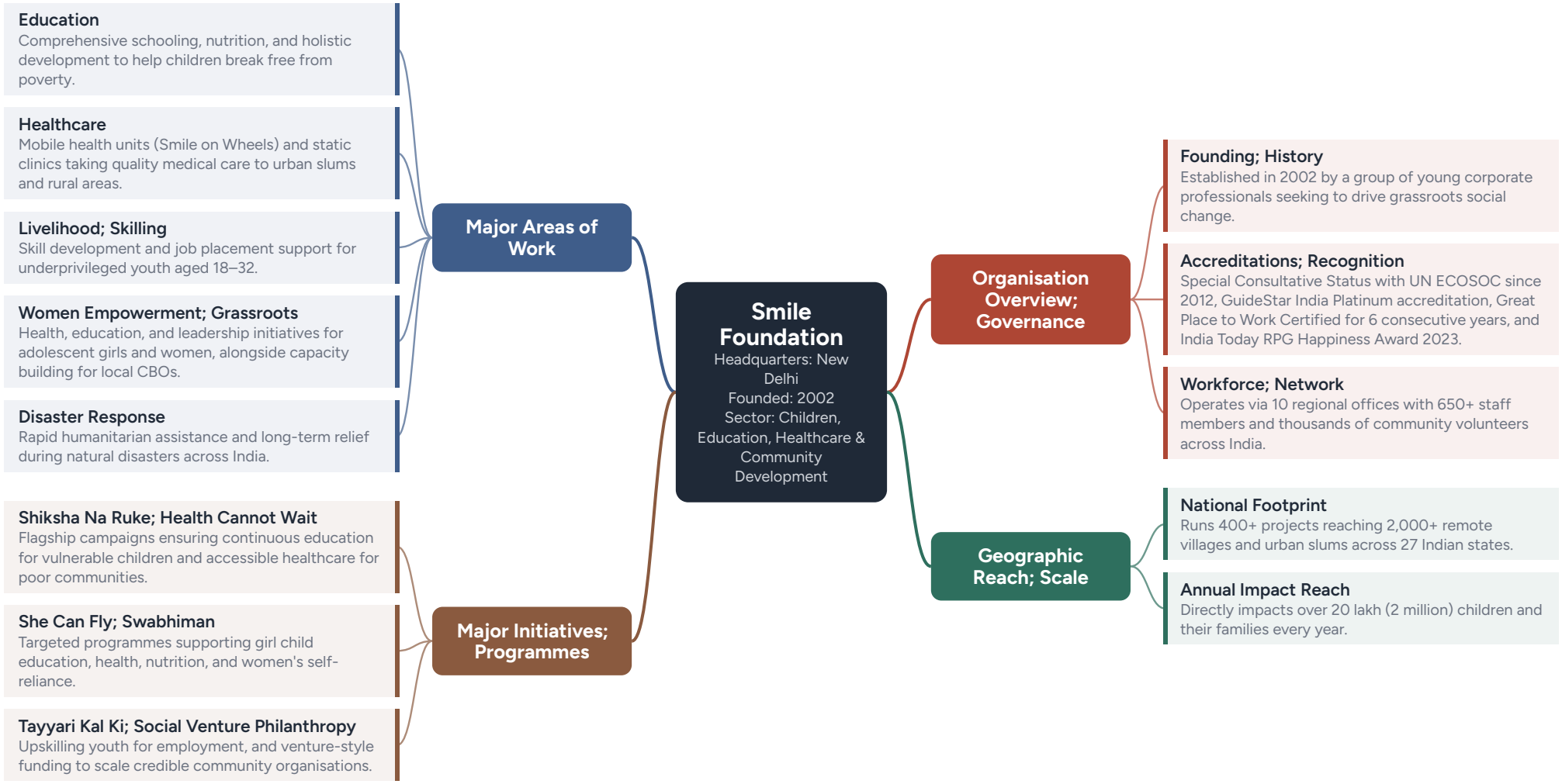
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About the organisation

Smile Foundation

smilefoundationindia.org ↗
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About Smile Foundation

Smile Foundation is one of India's largest and most trusted development organisations. Established in 2002, Smile Foundation is an Indian development organization, impacting the lives of over 20 lakh children and their families every year. The organisation runs more than 400 projects on education, healthcare, livelihood, and women empowerment in over 2,000 remote villages and urban slums across 27 states of India. Started by a group of friends who wanted to give back to society, Smile Foundation has grown into a well established institution that works closely with communities, government programmes, and corporate partners. The organisation works as a catalyst for change, complementing government efforts to achieve the Sustainable Development Goals, and partners with like-minded institutions to implement high-impact programmes at the grassroots. Major Areas of Work

- Education: Smile Foundation views education as both a means and an end to a better life, since it helps children build a strong foundation and break free from the cycle of poverty and disease. Programmes cover schooling, nutrition, and holistic development for children. smilefoundationindia
- Health: Healthcare services are taken directly to underserved communities, recognising that a child cannot stay in school if they or their family are unwell.
- Livelihood: Skill training and placement support help underprivileged youth find stable employment.
- Women Empowerment: Adolescent girls and women are supported through community engagement, education, and health initiatives.
- Empowering Grassroots: Smaller community-based organisations are helped to become locally sustainable through capacity building and mentorship.
- Disaster Response: The foundation responds to the needs of people affected by disasters across the country.

Major Initiatives and Programmes

Shiksha Na Ruke: Helps children from difficult circumstances get back to school and continue their education. Health Cannot Wait: Brings accessible, quality healthcare to underprivileged communities. She Can Fly: Supports girl children with quality education, nutrition, and health support. Swabhiman: Focuses on women's empowerment. Tayyari Kal Ki: Trains and upskills youth between 18 and 32 years of age for employment and a secure livelihood. smilefoundationindia Social Venture Philanthropy: A venture capital-style model where Smile Foundation identifies and funds credible community organisations, helping them scale sustainably.

Impact

- Over 20 lakh children and families reached every year smilefoundationindia
- 400+ projects running across the country smilefoundationindia
- 2,000+ villages and urban slums reached smilefoundationindia
- 27 states covered across India smilefoundationindia
- Recognised with the India Today RPG Happiness Awards 2023, CSR Times Award 2022, Special Consultative Status with UN ECOSOC since 2012, and Guidestar India Platinum accreditation

Smile Foundation offers the chance to work at scale, with a 20+ year track record and a presence across most of India. Employees get to work directly with underserved communities while also engaging with major corporate partners like HDFC Bank, Philips, Reliance, and Cisco. The organisation is well governed, has strong name recognition in the sector, and has been certified as a Great Place To Work.

This is a good fit for people who want to work at one of India's largest and most established NGOs, with structured programmes, strong corporate partnerships, and clear pathways to grassroots impact.

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