
Job Description

Consultant - Procurement (e-tender and GeM)

Position in a nutshell:

- **Vertical:** Business Consulting
- **Location:** Remote
- **Based in:** Indian time zone
- **Remuneration:** On deliverable basis, rate may be negotiated
- **Level of the role:** Mid level

About Us

Governance Consulting Group (GCG) is a New Age consulting firm focused on driving innovation and enterprise development. We serve small and mid sized companies, startups, governments, and non-governmental organizations. The goal is to help our clients make lasting improvements to their performance and develop enterprises on the path of becoming unicorns. With a commitment to excellence, collaboration, and integrity, GCG brings together a diverse team of talented individuals to deliver innovative solutions that drive impact and create value at scale.

What You Will Do

As a Procurement Consultant with expertise in e-tendering and working with the Government e-Marketplace (GeM) portal, you will be responsible for handling the entire procurement lifecycle for multiple clients through the GeM portal and e-tendering processes, ensuring compliance, timely submissions, and strategic sourcing for a range of industries. The team will critically depend on you for tracking appropriate opportunities and responding to the queries on the portal in a timely manner for successful procurement.

Key Responsibilities:

GeM Portal Management:

- Manage the end-to-end process of vendor registration and product/service listing on the GeM portal.
- Monitor and update tender notifications, requirements, and deadlines.

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- Handle bid submissions, clarifications, and post-bid activities on the GeM platform.
 - Ensure compliance with government procurement policies, rules, and regulations.

E-Tendering Management:

- Assist in the preparation and submission of e-tenders for various public and private sector projects.
- Coordinate with internal teams and clients to compile the necessary documents, including technical and financial proposals.
- Provide ongoing support to clients in navigating e-tendering portals and platforms.
- Ensure all tendering activities align with legal and industry-specific procurement standards.

Vendor & Supplier Management:

- Liaise with suppliers and vendors to obtain required documentation and quotations.
- Evaluate vendor proposals, ensuring that they meet tender specifications and client needs.
- Support supplier negotiations and handle contract management and compliance.

Procurement Strategy & Compliance:

- Recommend procurement strategies to clients to ensure cost efficiency and compliance with applicable laws.
- Stay updated on changes in procurement regulations and best practices in e-tendering and GeM.
- Provide advisory support to clients on procurement process improvements and system optimizations.

Reporting & Documentation:

- Generate and maintain procurement reports, tender tracking logs, and other relevant documentation.
- Ensure all documentation is accurate, up-to-date, and stored in line with legal requirements.
- Provide regular updates to clients on the status of tenders and procurement activities.

Who You Are

You are a **quick-learner** with a natural ability to lead initiatives and solve problems with creative thinking. You thrive in environments where innovation and collaboration are essential, and you bring an entrepreneurial mindset to your work. You are a **go-getter**, always ready to design solutions and add value to the projects you are part of.

You should also have:

- Strong leadership skills with the ability to take ownership of deliverables and drive them to completion.
- Excellent written and verbal communication skills, with an ability to influence stakeholders at all levels.
- A keen eye for detail and a mindset for developing solutions that are both creative and effective.
- A collaborative mindset, with a desire to work closely with cross-functional teams and external partners.

Qualifications:

- **Experience:** Minimum 3-5 years of experience in procurement management, with a focus on e-tendering and GeM portal.
- **Technical Knowledge:** Expertise in GeM portal operations, e-tendering systems, and government procurement processes.
- **Education:** Bachelor's degree in Business Administration, Supply Chain Management, or a related field. Professional certifications in procurement (e.g., CPP, CIPS) are a plus.
- **Skills:**
 - Strong understanding of procurement laws and regulations.
 - Proficient in e-tendering platforms and GeM portal.
 - Excellent documentation skills.
 - Analytical mindset with the ability to solve problems and provide procurement solutions.
 - Detail-oriented with the ability to manage multiple tenders simultaneously.

Preferred:

- Previous experience working with multinational organizations or across different sectors (e.g., public sector, private sector, non-profits).



- Familiarity with the procurement needs of industries like construction, PWD Works, EdTech, HealthTech, Energy, and Sports.
- Tech savvy.

Why Join Us

At GCG, you will be part of a team that is highly professional and committed to transforming the last mile landscape with a focus on enterprise development. You will work alongside innovative thinkers and change-makers to develop projects that create real transformative impact.

How to Apply

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