

Job Description

Title: Manager – Procurement

Location: Mumbai

Job Type: Full-Time

[Alchemy Cleantech](#) is in the process of building numerous BioCNG projects across India. In this context, we are looking to onboard a Procurement Manager to support project execution. The role will be responsible for sourcing feedstock, equipment, and key inputs required for our projects. You will work closely with internal teams and external vendors to ensure timely procurement, cost efficiency, and seamless coordination across project requirements.

About the Role

We are seeking a detail-oriented and commercially driven Procurement Manager to support the sourcing and procurement of feedstock, equipment, and key inputs across our projects.

The role involves working closely with internal teams and external vendors to manage procurement processes end-to-end, from vendor identification and negotiations to purchase execution and delivery coordination. The ideal candidate will combine strong commercial instincts with the ability to navigate technical requirements.

Key Responsibilities

- Manage procurement across feedstock, plant equipment, and operational consumables
- Identify, evaluate, and onboard vendors and suppliers across categories
- Lead RFQ processes, vendor comparisons, and commercial negotiations
- Drive cost optimization through benchmarking and vendor selection
- Coordinate with plant operations and project teams to ensure timely delivery and execution
- Track procurement timelines and proactively address delays or bottlenecks
- Support contract discussions and ensure alignment on commercial terms
- Maintain relationships with key suppliers to ensure consistency in quality and pricing
- Assist in standardizing procurement processes across projects

Qualifications

- Bachelor's degree in Engineering, Business, Supply Chain, or a related field
- 3+ years of experience in procurement, sourcing, or supply chain roles
- Prior exposure to industrial projects, manufacturing, or energy sectors is preferred
- Strong understanding of vendor management and procurement workflows

Desired Skills and Attributes

- Strong commercial acumen with an eye for cost and efficiency

- Ability to work across technical and non-technical teams
- Structured and detail-oriented approach to problem-solving
- Strong negotiation and communication skills
- Ability to manage multiple workstreams in a fast-paced environment
- Ownership mindset with a focus on execution

Why You Should Join Us

- Be part of a purpose-driven organization shaping India's clean energy future
- Work on real infrastructure projects with tangible impact
- Gain exposure across engineering, commercial, and operations functions
- Work in a dynamic, entrepreneurial environment with growth and leadership opportunities

How to Apply:

Interested candidates are invited to send their resume and a covering note outlining their relevant experience and why they are a good fit for this role to info@alchemyglobal.group