



WE'RE HIRING!

INTERNAL JOB POSTING

Manager / Senior Manager

Procurement



Department: Customer Experience –
Workplace Organization & Procurement
Location: Karachi
Education: Bachelors/Masters in Supply
Chain, Business Administration or relevant
field
Experience: 10 – 12 years in relevant field

Deadline: May 14, 2025

Apply at: careers@1link.net.pk

Female candidates are encouraged to apply.



Title: Manager / Senior Manager – Procurement



Job Role & Requirements:

- Lead and supervise the procurement team, ensuring efficiency and compliance with policies
- Assist in managing procurement processes, vendor relations, and records
- Ensure compliance with statutory and internal procurement policies
- Implement and oversee procurement procedures aligned with best practices
- Develop and maintain supplier relationships, negotiate contracts, and optimize costs
- Prepare procurement reports, including MIS and dashboards for management
- Ensure adherence to procurement policies, processes, and controls
- Review and enhance procurement practices for efficiency
- Coordinate with auditors and regulatory bodies on procurement matters
- Ensure timely procurement while maintaining quality and cost-effectiveness
- Oversee vendor selection, evaluation, and performance monitoring
- Maintain CAPEX & OPEX MIS, tracking SLA expirations and budgets
- Monitor CAPEX & OPEX budgets to ensure financial control and efficiency

At ILINK we believe in equal opportunity & inclusivity for all. We encourage our employees to live a healthy life & work to the best of their potential. For employees to give their best, we offer:

- ① *Modular working options such as flexi-hours*
- ① *Continuous training and development*
- ① *Quarterly bonuses*
- ① *Heavily subsidized lunch and club facilities*
- ① *Employee educational support*
- ① *Performance bonuses*
- ① *Carpool incentive*
- ① *On premises gym facility*
- ① *In-person/online doctor consultation facility*

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