



Deadline: 20-December-2025
Apply at: careers@llink.net.pk

WE ARE HIRING!

Deputy Manager / Assistant Manager Procurement

REQUIREMENTS

Education: Bachelors/Masters in Supply Chain, Business Administration or relevant field

Experience: 06-08 years

Department: Customer Experience – Workplace Organization & Procurement

Location: Karachi

Female candidates are encouraged to apply.

APPLY NOW



DEPUTY MANAGER/ ASSISTANT MANAGER PROCUREMENT

JOB ROLE & REQUIREMENTS:

- Obtain quotes from vendors based on the specific products and services requested by the concerned department
- Negotiate with vendors to ensure cost-effective procurement for the organization
- Assess received quotes using commercial criteria and prepare a comparative analysis for management review
- Secure necessary approvals in compliance with SOPs and procurement policies
- Ensure the timely issuance of purchase orders (POs) with appropriate terms and conditions
- Liaise with the accounts payable team to ensure timely vendor payments
- Establish and monitor service-level agreements (SLAs) for all services to ensure compliance
- Maintain CAPEX & OPEX MIS, including SLA expirations
- Monitor and track the CAPEX & OPEX budget to ensure financial efficiency
- Develop and propose cost-effective procurement plans
- Oversee annual maintenance contracts (AMCs) with vendors
- Generate regular reports to ensure procurement activities align with company policies
- Identify and onboard new vendors through market research and evaluation

At 1LINK 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:

- Modular working options such as flexi-hours
- Continuous training and development
- Quarterly bonuses
- Subsidized lunch
- Club facility
- Employee educational support
- Performance bonuses
- Carpool incentive
- On-premises gym facility
- In-person/online doctor consultation facility

