**Company Profile :**

Lotus Petal Foundation has been in the nonprofit sector for more than 10 years. Our objective is to create equal opportunities for underprivileged children living in urban and semi-urban areas to enable upward social mobility. We create high-impact interventions in Education, Nutrition, and Livelihood by using innovative methodologies, scientific rigor, use of data, and analytics for the child and also for his/her community. Alongside, we are proud to mention that we are Great place to Work” certified for the 5th consecutive year.

Website : <https://lotuspetalfoundation.org/>

Location :  Khasra no 12/2, Dhunela Berka Road, Village Dhunela, Sector 31 , Sohna, Gurgaon, Haryana-122103 (India)

**Responsibilities :**

* PO Creation in tally, ERP or any other software
* Arrange quotaions from open market as required by the user throgh RFQ
* Prepare comparative statement / PAR
* Followups with vendor for timely material delivery
* Supervision at site for installation of machine and civil works
* Daliy material recipt report
* Vendor visit
* PO file updation and montly purchase report
* Documention proper for audit
* Vendor rating
* Co-ordination with other department for reconciliation