

Procurement Engineer – MEP (HVAC)

Job Description | Prepared by Cusec Consulting

Function / Department	Procurement / Supply Chain (MEP – HVAC)
Location	Gurgaon, Haryana (on-site) — with vendor and site coordination
Employment type	Full-time, Permanent
Experience required	3–8 years
Industry	MEP / EPC Contracting
Reports to	Manager / Head – Procurement
Reference code	CUSEC-UE-PROC-HVAC-ENG-01
Posted on / Apply by	[DD Mon 2026] / [DD Mon 2026]

About the opportunity

This role is with a well-established MEP/EPC contracting organisation based in Gurgaon, delivering mechanical, electrical, plumbing, HVAC and fire-protection systems across industrial and commercial projects. The search is being managed by Cusec Consulting, a management and talent-advisory firm partnering with leading real-estate, infrastructure and MEP/EPC organisations.

We are seeking a Procurement Engineer – MEP (HVAC) to manage sourcing and purchasing of HVAC materials and equipment across the company’s projects — from enquiry and vendor evaluation through negotiation, ordering and timely delivery — ensuring technical compliance, competitive cost and alignment with project schedules.

Role overview

Working under the Manager / Head – Procurement, the Procurement Engineer is responsible for end-to-end procurement of HVAC items — developing dependable vendors, running techno-commercial evaluations, negotiating and raising purchase orders, and expediting delivery in line with project requirements. The role requires sound knowledge of HVAC materials and makes, strong negotiation and coordination skills, and the discipline to evaluate on total landed cost rather than price alone.

Key responsibilities

1. Sourcing and vendor development. Identify, evaluate and develop reliable vendors, suppliers and subcontractors for HVAC materials and equipment — chillers, AHUs/FCUs, VRF/VRV units, cooling towers, pumps, GI/SS ducting, insulation, piping, valves, dampers, grilles & diffusers, refrigerant and BMS components. Build and maintain approved-vendor lists and strengthen supplier performance.

2. Enquiries, quotations and negotiation. Float RFQs/enquiries, prepare techno-commercial comparative statements, and negotiate price, delivery, payment terms and warranties — ensuring approved makes, technical compliance and quality.

3. Purchase orders and documentation. Raise purchase orders and obtain approvals within the delegated authority. Maintain accurate procurement records, and coordinate GRN, invoice and payment documentation.

4. Expediting and delivery. Follow up with vendors to ensure on-time delivery aligned to project and planning schedules; resolve supply constraints and delivery escalations; and coordinate with site stores and logistics.

5. Cost control and total landed cost. Evaluate procurement on total landed cost — not purchase price alone — tracking budget versus committed cost, identifying savings, and managing variances on HVAC packages.

6. Cross-functional coordination. Coordinate with Planning (material schedules and lead times), Design/BIM (BOQ and specifications), site teams, QA/QC (inspections and approvals) and Finance (payments and reconciliation).

Required qualifications and skills

- B.E./B.Tech / Diploma in Mechanical Engineering (or equivalent).
- 3–8 years' experience in MEP procurement, with hands-on experience buying HVAC materials and equipment in MEP/EPC contracting.
- Sound knowledge of HVAC materials, approved makes/brands, and techno-commercial evaluation.
- Strong negotiation, vendor-management and coordination skills.
- Working knowledge of ERP (SAP/other) and strong MS Excel.

Preferred (good to have)

- Experience with e-procurement / GeM and import procurement & logistics.
- Exposure to SAP MM or equivalent procurement module.
- A supply-chain / procurement certification is an advantage.
- Experience on industrial and/or commercial MEP projects.

What we offer

- The opportunity to own HVAC procurement in a growing MEP/EPC organisation.
- Exposure to the full procurement cycle and senior supply-chain leadership.
- A competitive compensation package, commensurate with experience.

How to apply

Apply on the career portal of Cusec Consulting LLP at <https://cusecconsulting.com/careers>

Cusec Consulting is an equal-opportunity partner. We welcome applications from all qualified candidates regardless of gender, age, religion, caste, or background.