

JOB NARRATIVE

1. Job Purpose and Roles and Responsibilities of the Job
2. Organisation Structure, Outcomes/Value Add, Financials & Work Relations

Basic Details	
Job Title	Manager Procurement
Function	MATERIALS – PROCUREMENT
Business Sector	INDUSTRIAL CHEMICALS
Location	TALOJA

Job Purpose:
<ul style="list-style-type: none"> • These roles mainly responsible for procurement of all types services required for Operation/Process, Maintenance (Mechanical/Electrical/Instrumentation & Civil / Admin) requirements of Taloja (K-1) Plant & common service procurement between K8 & K1

Key Accountabilities & Outcomes		
Key Accountability	Major Activities/ Tasks	Key Result Areas
Conversion of PR into PO.	Selection of Contractors. Preparation of RFQs Obtaining Quotations Negotiation as per DOA. Preparation of Pre & Post Comparison statements. Preparation of NFA. Preparation of LOI/PO in System Forwarding Order/LOI to party with informing Job Co-ordinator.	Reduction in Pending Purchase requisitions.
Finalisation of Long Term (2-3 year) Contra	Selection of Contractors. Preparation of RFQs Obtaining Quotations Negotiation as per DOA. Preparation of Pre & Post Comparison statements. Preparation of NFA.	Conversion of repetitive services into ARCs



	<p>Preparation of LOI/PO in System</p> <p>Forwarding Order/LOI to party informing Job Co-ordinator.</p> <p>Preparation of Agreement on Stamp paper.</p>	
Finalisation of Project requirement.	<p>Preparation of Enquiry Document.</p> <p>Selection of Vendors.</p> <p>Obtaining TR from Project Dept.</p> <p>Negotiation as per DOA.</p> <p>Preparation of Pre & Post Comparison statements.</p> <p>Preparation of NFA.</p> <p>Forwarding LOI to party to expedite delivery / completion period.</p> <p>Preparation Contract/Order in System.</p>	Project Procurement & Timely Delivery.
Cost reduction.	<p>Preparation of internal estimate for the job with help of Technical man.</p> <p>Look for alternative source.</p> <hr/> <p>Availing Cash Discount whenever applicable.</p> <p>Negotiating for Credit Terms.</p> <p>Finalisation of Long terms contracts/Agreement with party.</p>	Cost reduction by way of emphasizing internal estimation, long terms contracts & Cash Discount

Work Relations (Internal and External)	
Internal Relations	External Relations
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CO-ORDINATION WITH END USRS, UPDATION ON NEW DEVELOPMENTS IN THE FILEDS.	COORDINATION WITH VENDOR FOR TIMELY DELIVERIES / FEED BACK.
CO-ORDINATION WITH FINANCE FOR ADVANCES / VENDOR PAYMENTS	COORDINATION WITH VENDOR FOR TIMELY REQUEST FOR QUOTATIONS / ADVANCE SATTLEMENTS
ACHIEVEMENT PROFILE	
<ul style="list-style-type: none"> • What are the capabilities required by the Job Holder at this position • 	



Education Qualifications / Background

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GRADUATE IN ENGINEERING / SCIENCE ,WITH MBA QUALIFICATIONS PREFERRED

Relevant and Total Years of Experience

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TOTAL INDUSTRY EXPERIENCE OF 3 TO 5 YEARS WITH SERVICES PROCUREMENT

Technical/Functional Expertise

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HANDS ON EXPERIENCE IN SERVICES PROCUREMENT OF REPUTED PETRO CHEMICAL / FERTILISERS INDUSTRIES.

Behavioural Competencies (*List only 3- 5 specific behavioural competencies*)

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EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS
STRONG INTERPERSONAL RELATIONSHIP DEVELOPMENT SKILLS
MULTITASKING ABILITIES
SYSTEMATIC AND METHODICAL

Personality (*List only 3- 5 specific personality characteristics*)

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CALM AND MATURE PERSONALITY
ENTERPRISING AND RESOURCEFUL PERSONALITY