



*One of India's leading producers of fertilizers and industrial chemicals,*

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees' capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

### **JOB DESCRIPTION**

*Designation: Sr. Manager / Manager*

*Function: Procurement, supply Planning and warehousing operations*

*Location: Taloja K1*

*Sector: IC Marketing*

*Purpose of the Job: Supply chain management*

**Overview/ Responsibilities:** As a < Supply chain management >, you will be expected to:

<b>Key Accountabilities for the position</b>	<b>Major Tasks for the position</b>
Procurement Planning Vendor management Logistics operations Warehouse management	<ol style="list-style-type: none"><li>1. Collect/Generate rolling 3 monthly demand for the finished goods planning.</li><li>2. Ensure timely alignment of production planning with all suppliers/Contract mfg</li><li>3. Ensure Supply of Raw materials/Packaging material to all suppliers/contract Mfg as per the requirement.</li><li>4. Ensure proper demand allocation to all suppliers/contract mfg. to ensure the supply consistency.</li><li>5. Ensure to follow company processes and systems to follow the compliance.</li><li>6. Ensure on time PO generation and placement to all suppliers/ Contract Mfg.</li><li>7. Ensure logistics planning and dispatch of produced material from supplier/contract mfg. to warehouse.</li><li>8. Coordinate with warehousing to ensure timely unloading of the procured finished goods.</li></ol>

***"We believe together we can achieve excellence! "***



	9. Ensure availability of space in WH before distribution of the produced material at vendors. 10. Ensure availability of manpower at desired WH for unloading for material. 11. Ensure timely Goods receipts is getting done as per vendor PO. 12. Manage all day-to-day with warehousing team. 13. In-charge for all Inward and outward movement goods. 14. Coordinate with plant production planning to ensure movement from plant to warehouse. 15. Create daily Inventory report across all warehouse locations pertaining to Hand Sanitisers, Surface disinfectants etc... 16. Responsible for challans, Packing lists, Insurance copies, E way bills planning and tracking of shipments from all warehouse locations. 17. Maintaining of standard records (related to ISO, TS 16949 etc) 18. Ensure all safety measures are in place at warehousing locations. 19. Inventory management ( keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency), monthly stock reconciliation (zero stock variance), daily stock statement reports publishing 20. Provide finance reconciled inventory report on monthly basis. 21. Must have knowledge of SAP system.
<i>Educational Qualifications</i>	<i>Total years of experience</i>
BE/BTECH (Mechanical/Chemical) preferably with MBA	5 to 7 Years
<b>Technical /Functional Expertise: Should have experience in managing supply chain , Working hand on SAP will be an added advantage.</b>	