***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 /AGM - Purchase Function: Purchase*

*Location: Projects, Taloja K1 Sector: Projects*

*Purpose of the Job:*

* + To procure the requisitioned material and services (Mechanical / Electrical / Instrumentation / Others) within the desired project schedule as per the applicable standard operating procedures.
	+ Carry out commercial negotiations up to Rs. 5 lacs or as delegated by superior. Provide the required inputs for high value procurement finalization for projects more that INR 600 crores. The average total number of purchase orders shall be in the range of 80 to 100 depending on the project.
	+ Vendor network & contacts. Ability and strong credentials in maintaining professional relations with the vendors.
	+ Maintain good team work amongst internal & External customer

**Overview/ Responsibilities: As a < Designation>, you will be expected to:**

|  |  |
| --- | --- |
| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| Receipt of PR & Generating data / RFQ to float enquiry. | Receipt of PR and split data in different category (Type of Material if required) & generate RFQ. |
| * Floating Enquiries for Projects &

 Obtaining  Offers. | * Identify vendors as per approved vendor list.
* Issue enquiry & obtain offers.

Maintain / update vendor credentials in the SAP vendor master. |
| Preparation for Commercial Negotiations. | * Obtain Tech. Recommendation from user.
* Review requirement and obtain clrifications, if any, from user / Project Manager and vendors as case may be.
* Generate comparative statement (BNC).
* Make arrangements for commercial negotiations for high value negotiations
* Conduct Nego in case of low value items (upto Rs. 5 lac)

Conduct negotiations by Reverse Auction process |
| Preparation of eNFA | * Prepare eNFA based on the final commercial discussions.

Ensure all relevant attachments are uploaded along with the eNFA. |
| Generate PO | * Generate comparative statement (ANC).
* Generate POA.
* Generate PO (in SAP).

Send PO to supplier & obtain acknowledgment. |
| Expediting (Post PO) | * Expedite with vendor for supply as per CDD. This includes visit to vendor shop.
* Co-ordinate with F&A for payment as per terms.
* Co-ordinate with user / vendor in case of BG extension.
* Support Project Manager to meet the commitments.

Follow-up for vendor documents. |
| ***Educational Qualifications*** | ***Total years of experience*** |
| BE (Mech/Inst/Elect/Chem), Diploma in Materials Management/MBA is desirable. | 15 years (minimum) |
| ***Technical /Functional Expertise:***  |
| * Good understanding of purchasing life cycle.
* Knowledge of SAP (MM Module)
* Knowledge of basic computer skill.
* Knowledge of Reverse Auction process / E Tendering.
* Good negotiations skills
 |