



*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

**Function:** Procurement

**Location:** DAHEJ

**Sector:** MANUFACTURING

- **Purpose of the Job:** This role is for Procurement of Raw Material, Packing Material, Spares related to Electrical, Electronics & Instrumentation & OEM Products, Capex Items and imported materials and hiring of services for Electrical, Electronics and Instrumentation, and services required for capex's

**Overview/ Responsibilities:** As a Security Officer, you will be expected to:

<b>Key Accountabilities for the position</b>	<b>Major Tasks for the position</b>
<ul style="list-style-type: none"><li>• Procurement activities – Procurement of spares of Electrical, Electronics and Instrumentation, Utility, Capex Item, Consumables, OEM Products (Value below 10 Lacs per procurement)</li></ul>	<ul style="list-style-type: none"><li>• Obtaining correct specification from user departments.</li><li>• Floating of Enquiries.</li><li>• Obtaining quotations from vendors.</li><li>• Obtaining Technical Review(TR) from concerned user department.</li><li>• Ensuring proper flow of information and documents like purchase specification, Quality Assurance Plan.</li><li>• Participate in techno commercial discussions &amp; Negotiation with Supplier</li><li>• Preparation of Comparative Statements and Note for approval (NFA) as per DOA.</li><li>• Making of Purchase/Service Order in SAP after approval of NFA.</li><li>• Ensuring the best possible service and timely delivery of material by supplier as per target date set by User Department.</li></ul>

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	<ul style="list-style-type: none"> <li>Follow up with Accounts for Payment of Suppliers.</li> <li>Initiate Import Supplier's Payment as per term agreed.</li> <li>Doing Custom MIRO</li> <li>Nominate Freight Forwarder, CHA for custom clearance of imported goods</li> </ul>
<ul style="list-style-type: none"> <li>Hiring of services for Electrical, Electronics and Instrumentation, ARC and AMC Related to these departments             <ul style="list-style-type: none"> <li>(Up to Rs 1 Lacs per Contract)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Obtaining correct Scope of work from user departments.</li> <li>Floating of Enquiries.</li> <li>Obtaining quotations from vendors.</li> <li>Obtaining Technical Review(TR) from concerned user department.</li> <li>Ensuring proper flow of information and documents like purchase specification, Quality Assurance Plan.</li> <li>Participate in techno commercial discussions &amp; Negotiation with Supplier</li> <li>Preparation of Comparative Statements and Note for approval (NFA) as per DOA.</li> <li>Preparing Purchase/Service Order in SAP after approval of NFA and proceed further for SAP release.</li> <li>Ensuring the best possible service and timely delivery of material by supplier as per target date set by User Department.</li> <li>Follow up with Accounts for Payment of Suppliers</li> <li>Making legal agreements with all the suppliers</li> </ul>
<ul style="list-style-type: none"> <li>New Supplier Development</li> </ul>	<ul style="list-style-type: none"> <li>Supplier Identification &amp; alternate vendor development.</li> <li>Assisting in Supplier Audits and Assessments.</li> </ul>
<ul style="list-style-type: none"> <li>Educational qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Total years of experience</li> </ul>
BE in Chemical / Mechanical/Electrical & Electronics equivalent	<ul style="list-style-type: none"> <li>BE with 8-10 years of experience in Procurement</li> <li>Diploma with 10-12 years of experience in Procurement</li> <li>PGDPM with 10-12 years of experience in Procurement</li> </ul>
<b>Technical /functional expertise:</b>	
<ul style="list-style-type: none"> <li>Working on SAP (MM Module R/3 ,6.0 Verson),</li> <li>Knowledge of Oracle Database,</li> <li>Tally &amp; MS office.</li> <li>Negotiation Skill</li> </ul>	
<b>Behavioural Competencies (List only 3- 5 specific behavioural competencies)</b>	

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*State behavioural competencies required to function effectively at this position*

- Hard working, Enthusiastic, Optimistic, Sincere at heart & Creative.
- Result Orientation
- Presence of mind & alertness during emergency

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

- Calculative
- Result Oriented

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