

Job Description			
Job Title	Sr. Manager (SCM) / Manager (SCM)	Job Code	ESCM060/ ESCM050
Department	SCM		
Location	Noida		
Job Summary	To be responsible for identification of sourcing and supply of raw materials and services essential for the organizations product delivery operations. To be able to negotiate best prices, lead-times and payment terms with the suppliers/vendors. To device the procurement process so as to procure the material on time which predicts and manages the best ways to minimize the procurement expenses. Identifying alternate vendors to mitigate the dependency on the single vendor.		
Working Relationships	Reporting to: Project Director/CTO		
	Posts that job manages: Purchase Executive		
	Other Key Relationships: - Interacting with R&D for matters related to new design components requirement, vendor interactions, negotiations and long-term pricing finalization - Interacting with marketing team for matters related to demand forecasting - Interacting with Project Team for matters related to Material Planning, re-negotiations & Budget assistance. - Interacting with Production Stores Team for matters related to raw materials. - Interacting with Accounts team for matters related to payments and terms. - Interacting with SCM teams of group companies for matters related to vendors and terms - Interacting with SCM teams of major customers for matters related to handover/takeover of vendors, payment terms etc - Interacting with all distributors/vendors/suppliers for matters related to price, lead-time and payment terms negotiation. - Interacting with purchase team for matters related to handholding with finalized vendors and payment terms - Interacting with SCM/Purchase team of Customer for Contract Manufacturing Projects for smooth handover of BoM costs and negotiations. - Interacting with CHA/agencies for custom related issues and negotiations		
Functions & Responsibilities	Supplier / Vendor Management - Discover the most reliable suppliers and initiate business partnerships. - Float enquiries and discover the most optimal prices for Bill of Materials. - Regularly engage with vendors to build vendor relationships for ensuring continual support, cost effective and quality procurement. - Oversee implementation of quality systems at supplier end. - Continuously ensure development of alternate vendors for procurement of materials with an objective to reduce cost and derisk. - Assess, manage and mitigate risks regarding supply contracts and agreements		

Cost Management

- a) Represent the company in negotiating contracts and formulating policies with suppliers to ensure best cost and reliable supply and service support.
- b) Effectively negotiate with the key suppliers to obtain optimum credit period for the company.

Efficiently negotiate with suppliers / vendors on various procurement related activities such as warehousing, logistics, shipping, etc. in order to reduce cost incurred without compromising on timely delivery, quality and performance.

Procurement

- a) Decide the optimum supply mix to ensure uninterrupted supply of materials at minimum cost.
- b) Review the POs raised by the teams with respect to pricing, lead-times and payment terms and budget approvals.
- c) Ensure that the material received is in line with the samples shortlisted during negotiations and inspection of bulk material is being done by the team on an on-going basis.

Inventory Management

- a) Manage working capital effectively, balance fluctuating requirements with availability and commitment to suppliers.
- b) Constantly review in-house stock, in-transit stock and any pending orders.
Ensure that all the materials required are available in the prescribed budget and time.

Strategic sourcing and planning

- a) Administer the budget heads for procurement and ensure cost control.
- b) Develop and drive strategies for materials to be procured internationally and locally.
- c) Analyse trends and market conditions for current and future pricing, availability, lead time, vendor capacity and quality of materials.
- d) Ensure optimum stocking of materials in accordance with the inventory norms and to avoid unnecessary blocking of capital.
- e) Attend events, fairs and exhibitions to keep abreast of the market's trends

Imports & Documentation

- a) Plan and ensure implementation of the import schedule of material requirement so as to ensure on-time delivery of material from international vendors.
- b) Ensure that all import and export documentation is as per required standards and procedures.
- c) Ensure the cost-effective logistics of materials by optimizing air / sea freight charges.

MIS & Reporting

- a) Prepare MIS reports of material pricing, material management, vendor quality and logistics.
- b) Review regular reports on cost saving done on materials procured and share the same with senior management.
- c) Monitor Slow Moving / Non-Moving Material Report, Shelf Life Material Report, Inter Site Material Transfer Report for the monthly meetings as per the requirement of the departments.
- d) Providing regular updates to the project manager/production in-charge about the procurement and delays if any

	Team management a) Collaborate with key persons to ensure clear requirements documentation. b) Lead & develop a team of purchase Executives to achieve procurement plans. c) Mentor, provide operational leadership and technical guidance to the team, thereby developing a strong and competent team. d) Conduct effective performance appraisals for the team and identify training needs.		
Job Specification			
Job Title	Sr. Manager (SCM) / Manager (SCM)	Job Code	ESCM060/ ESCM050
Department	SCM		
Educational Qualification	Minimum: Graduate in Engineering/Business Administration/ Commerce Additional / Preferable: MBA		
Age Band	30 – 35 years		
Experience	• Years: Min. 6 years experience in the role of Purchase / Procurement with at least 2 years experience in Managerial position • Field/Industry: Product design and manufacturing industry in Electronics/Electrical and Electromechanical products • Expertise: Handling procurement of Electronic / Electrical / Mechanical items.		
Skills	Technical: • Familiarity with best practices in SCM for EMS components and services • Basic Knowledge of Electrical, Electronic and Mechanical items. • Strong negotiation skills. • Ability to do vendor assessment by conducting a walkthrough. Communication: • Conversant with written and verbal communication in English & Hindi. • Ability to communicate effectively with Foreign Suppliers. Software Skills: • Expert ability to work with MS Excel / Office / Power Point. • Knowledge of working in an ERP. Process: • Knowledge of Material Resource Planning Process. • Knowledge of Inventory Management Process. • Knowledge of Project Management Process. Financial: • Knowledge of preparing and analyzing budgets, cash flow, currency hedging, taxation duties etc. Legal: • Knowledge of preparing and review of Supplier agreements, PO Terms & Conditions, Tender specs for procurement etc. Import/Export process: • Knowledge of customs procedures for imports and exports of goods and its cost impact.		

	Soft skills: • Strong sense of time management and urgency. • Ability to work alone and lead a team. • Excellent planning and project management skills. • Creative problem solving. • Holistic approach • Strong ability to take initiatives.
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