

| Job Title: Supply Chain Manager - Sarvajal | | | |
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| Business Unit: | Sarvajal | Domain: | Supply Chain & Procurement |
| Location: | Ahmedabad | Band/Grade: | 2A |
| Department: | Piramal Foundation | Last updated on: | |
| | | Degree of Travel required to: | Low |
| Purpose of Job | Responsible for procuring material and new development for effective management of production and ongoing maintenance process of RO/RFID from vendors at competitive prices, by following processes and updating system. | | |
| Key stakeholders | External | | Internal |
| | <ul style="list-style-type: none"> • Vendor • Logistics • Franchise | | <ul style="list-style-type: none"> • All departments |
| Reporting structure | Role directly reports to | | Positions that report into this role |
| | GM- SCM | | <ul style="list-style-type: none"> • Purchase Executive |
| Essential Qualifications | BE Mechanical/Electrical | | |
| Essential Experience | 5 years Experience in Supply Chain Management | | |
| Competencies | <ul style="list-style-type: none"> • Material Planning • Vendor Management • Outsourcing • Negotiation skills • Problem solving • New Source/Product Development • Interpersonal skills | | |
| Decision Making Control | <ul style="list-style-type: none"> • Finalising vendor based on comparatives • Product enhancement with the help of dept head • Logistics | | |
| Values | | | |
| Knowledge | <ul style="list-style-type: none"> • Expertise – we strive for a deeper understanding of our domain • Innovation – we aspire to do things creatively | | |
| Action | <ul style="list-style-type: none"> • Entrepreneurship – we are empowered to act decisively and create value • Integrity – we are consistent in our thoughts, speech and action | | |
| Care | <ul style="list-style-type: none"> • Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders • Humility – we aspire to be the best, yet strive to be humble | | |

Key Roles/Responsibilities:

- Responsible for material planning, spare parts management .
- Responsible for complete vendor management right from vendor exploration, vendor registration to getting the materials delivered.
- Quality Audit at Suppliers
- Maintain a Lead-time sheet and maintain adequate inventory depending on the nature of the material.
- Float enquiries and invite tenders to get a suitable vendor and finalize one in conjunction with respective department heads
- Manage timely payables of the vendors for prompt delivery of the materials.
- Arrange a transporter based on the nature of the product and complete supplementary documentation for dispatch.
- Design packaging style for in-transit safety of the materials and supervise the process.
- Maintain transparency in entire process of procurement
- Ensure timely procurement through timely PO approval and Lead time for procurement, thereby ensuring implementation of forecasting process

Date: _____ **Prepared By:** _____ **HR Department** _____

Approved By: _____ **Reviewed By:** _____