

<b>Job Title: Asst Manager Supply Chain (Inventory)</b>			
<b>Business Unit:</b>	Sarvajal	<b>Domain:</b>	Supply Chain
<b>Location:</b>	Ahmedabad	<b>Band/Grade:</b>	1C
<b>Department:</b>	Piramal Foundation	<b>Last updated on:</b>	
		<b>Degree of Travel required to:</b>	Low
<b>Purpose of Job</b>	1) Inventory Records and Procedure as per ISO 2) Maintaining Prod./Purchase/Inventory of RFID as per ISO 3) Maintain Critical Inventory at warehouse		
<b>Key stakeholders</b>	<b>External</b>	<b>Internal</b>	
	<ul style="list-style-type: none"> <li>• Vendor</li> <li>• Transporter</li> <li>• Franchise</li> </ul>	<ul style="list-style-type: none"> <li>• All departments</li> </ul>	
<b>Reporting structure</b>	<b>Role directly reports to</b>	<b>Positions that report into this role</b>	
	GM- SCM	<ul style="list-style-type: none"> <li>• Storekeeper</li> </ul>	
<b>Essential Qualifications</b>	Graduate, preferably Degree or Diploma holder in Mechanical/Electrical/Electronics		
<b>Essential Experience</b>	5 years exp in Inventory Management		
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Vendor relationship</li> <li>• Inventory Count and reco with Finance/Accounts</li> <li>• Zero Stock Variance</li> <li>• Problem solving</li> <li>• Interpersonal skills</li> </ul>		
<b>Decision Making Control</b>	<ul style="list-style-type: none"> <li>• Finalising vendor based on comparatives</li> <li>• Product enhancement with the help of dept head</li> <li>• Transportation</li> </ul>		
<b>Values</b>			
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Expertise – we strive for a deeper understanding of our domain</li> <li>• Innovation – we aspire to do things creatively</li> </ul>		
<b>Action</b>	<ul style="list-style-type: none"> <li>• Entrepreneurship – we are empowered to act decisively and create value</li> <li>• Integrity – we are consistent in our thoughts, speech and action</li> </ul>		
<b>Care</b>	<ul style="list-style-type: none"> <li>• Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders</li> <li>• Humility – we aspire to be the best, yet strive to be humble</li> </ul>		

**Key Roles/Responsibilities:**

- Responsible for supplying spare parts to Indenting location with turn around time of 1 days
- Responsible for stock updating and reconciliation with Finance/Accounts
- Zero stock variance
- Responsible for complete vendor management right from vendor exploration, vendor registration to getting the materials delivered.
- Maintaining Prod./Purchase/Inventory of RFID as per ISO
- Should be able to source Electronics parts for Control panel and Water ATM
- 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 dept 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
- Conversant with handling rejection/scrap/non moving/slow moving parts

**Date:** \_\_\_\_\_ **Prepared By:** \_\_\_\_\_ **HR Department**

**Approved By:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_