

Job Title: Asst Manager Supply Chain (Inventory)			
Business Unit:	Sarvajal	Domain:	Supply Chain
Location:	Ahmedabad	Band/Grade:	1C
Department:	Piramal Foundation	Last updated on:	
		Degree of Travel required to:	Low
Purpose of Job	1) Inventory Records and Procedure as per ISO 2) Maintaining Prod./Purchase/Inventory of RFID as per ISO 3) Maintain Critical Inventory at warehouse		
Key stakeholders	External		Internal
	<ul style="list-style-type: none"> • Vendor • Transporter • 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"> • Storekeeper
Essential Qualifications	Graduate, preferably Degree or Diploma holder in Mechanical/Electrical/Electronics		
Essential Experience	5 years exp in Inventory Management		
Competencies	<ul style="list-style-type: none"> • Vendor relationship • Inventory Count and reco with Finance/Accounts • Zero Stock Variance • Problem solving • Interpersonal skills 		
Decision Making Control	<ul style="list-style-type: none"> • Finalising vendor based on comparatives • Product enhancement with the help of dept head • Transportation 		
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 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:** _____