

<b>Job Title: Supply Chain Manager - Sarvajal</b>			
<b>Business Unit:</b>	Sarvajal	<b>Domain:</b>	Supply Chain & Procurement
<b>Location:</b>	Ahmedabad	<b>Band/Grade:</b>	2A
<b>Department:</b>	Piramal Foundation	<b>Last updated on:</b>	
		<b>Degree of Travel required to:</b>	Low
<b>Purpose of Job</b>	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.		
<b>Key stakeholders</b>	<b>External</b>		<b>Internal</b>
	<ul style="list-style-type: none"> <li>• Vendor</li> <li>• Logistics</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>• Purchase Executive</li> </ul>
<b>Essential Qualifications</b>	BE Mechanical/Electrical		
<b>Essential Experience</b>	5 years Experience in Supply Chain Management		
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Material Planning</li> <li>• Vendor Management</li> <li>• Outsourcing</li> <li>• Negotiation skills</li> <li>• Problem solving</li> <li>• New Source/Product Development</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>• Logistics</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 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:** \_\_\_\_\_