

Job Description for Procurement Manager

Location : Aurangabad

Experience : 6-8 Years

Salary : No bar for right candidate

Industry : FMCG / Foods

Functional Area: Supply Chain, Logistics, Purchase, Materials

Role : Purchase/Material Management

Education: Graduate or Post graduate / Graduate, MBA / Diploma in Material Management, experience of working in manufacturing plant is must, excellent communication skills and good in computers.

Job Profile:

This role is expected to draw upon a depth of knowledge and experience in order to contribute in a complex/critical environment while managing a group of raw material procurement, presenting Procurement recommendations to the authorities, developing strategic business relationships with the suppliers.

- Ensuring the integrity of the Raw Material & Packing Material manual, SAP data base and updating changes if any.
- Work out procurement plan based on the sales forecast & BOM. Closely monitor stock levels & re order level using BI tools. Commodity price tracking & facilitate buying decision.
- Leading contract negotiations, driving cost savings initiatives, and implementing strategic sourcing best practices and ensuring that Trimurti receives best in class pricing.
- Responsible for developing and maintaining high level contact with key suppliers. Develop supplier scorecards and conduct quarterly business reviews. Maintain, evaluate, and expand reliable suppliers to effectively achieve cost, availability, and strong supplier management relationships. Identify new suppliers as necessary and determine the optimal set of providers for goods and services.
- Raising purchase orders, sending purchase order to suppliers, checking requisitions and purchase order status in the systems, correcting purchase orders, and solving issues related to purchase order payment. The ability to collaborate with Accounts Payable department and the tactical procurement support team is critical.
- Retaining the vendors that have already been developed.
- Conducting audit of new vendor & finalizing them.
- Streamlining SAP and ensuring its smooth functioning.
- In-depth knowledge of developments of laminates, cartons and other commodities.
- Solving all issue regarding inventory management at plant.
- Travel may be required.