

Job Description

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| Position | Assistant Manager/Manager - Purchase | Doc No. FESPL-HRA-JD-10 |
| Date | | |

Job Responsibility & Goals

| Sr. No. | Job responsibilities |
|---------|--|
| 1 | Create, monitor & expedite purchase plan based on overall manufacturing and dispatch plan |
| 2 | Supervise day to day purchase activities conducted by team members |
| 3 | Achieve targeted cost saving (as decided at the start of the year) |
| 4 | Conduct departmental weekly review to ensure timely PO placement, material receipt, purchase bill booking etc. and resolve issues if any |
| 5 | Maintain records as per ISO norms and lead for ISO audit |
| 6 | Identify and develop new vendors to meet quality, cost and delivery targets |
| 7 | Visit vendors for long term partnership development |
| 8 | Conduct root cause analysis in case of customer complaint that is traced back to purchase department |
| 9 | Visit factory monthly for stock reconciliation, stock audit and resolving any issues related to purchase department |
| 11 | Review and approval of purchase bills and job work bills for correctness |
| 12 | Co-ordination and Co-operation with other departments like engineering, quality and operations |
| 13 | Review of current process, improvisation of process & new process generation |
| 14 | Presentation of the Purchase MIS to Top management on monthly basis |
| 15 | Training of team, recruitment of team members & performance appraisal of team members |
| 16 | Weekly & Monthly planning of the funds related to purchases |
| 17 | Capability to formulate, present and execute the yearly strategy for the purchase department |

Reporting Relationships

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| Report to – Director |
| Following Member will report to you – Purchase Executives, Purchase Engineers |



Job Specifications

| Educational Qualification | Total Experience | Compensation (CTC) |
|---|-------------------------|-------------------------------|
| B. E / B. Tech (Pref. Mechanical) | 8-10 Years | INR 60,000-1,00,000 per month |
| MBA (Supply Chain) will have an advantage | | |

| Knowledge | | | Attitudes | | Skills |
|------------------|--|---|------------------------------------|---|---|
| 1 | Knowledge of raw materials (pipe, plate, flanges, pipe fittings, valves etc.) and also capital equipment | 1 | Attention to details | 1 | Negotiation, Relationship building |
| 2 | Procurement process and process improvisation | 2 | Seeing big picture | 2 | Good communication (verbal & written). Email and Letter drafting. |
| 3 | ERP | 3 | Customer service | 3 | Data & document management |
| 4 | Preparation of MIS related to purchase | 4 | Go-getter | 4 | Great people / team management skills |
| | | 5 | Resilience to face supplier issues | 5 | Presentation skills |
| | | | | 6 | Great at advanced Excel & MS office |

| Prepared By | Approved By | Effective Date |
|--------------------|--------------------|-----------------------|
| HR | CEO | 26.01.2022 |