

# Senior officer Raw Material Purchasing

## Tus actividades

Ensures the uninterrupted supply of production materials by effectively managing all purchasing-related activities. Drives continuous improvement in purchasing processes to achieve corporate objectives, optimize supply chain performance, and support business goals.

## Raw Material Planning & Procurement

- Manage raw material planning for assigned commodities.
- Analyze demand through RMDP and SAP to ensure material availability.
- Create Purchase Orders (POs) and monitor supplier deliveries.
- Follow up with suppliers to avoid production shortages.
- Coordinate with production, warehouse, and suppliers to ensure uninterrupted material flow.

## Inbound Supply Chain Management

- Monitor and improve inbound supply chain KPIs:
  - CUDs (Consumption Utilization Days)
  - Inventory Turn Rate
  - Stock Control & Inventory Management
  - PO Confirmation Tracking
  - ASN (Advance Shipping Notice) Compliance
  - ASN Completeness
- Coordinate with suppliers for timely shipment dispatches and updates.
- Ensure accurate shipment visibility and tracking.

## Import & Customs Clearance

- Track imported raw material shipments from origin to plant.
- Coordinate with Customs House Agents (CHA) for customs clearance.
- Arrange and verify import documentation as per CAROTAR guidelines.
- Liaise with Finance, Purchase Manager, and HOD for approvals when required.
- Ensure timely sharing of shipping documents between vendors and CHA.

## GRN Settlement & Vendor Management

- Maintain duty, freight, clearance, and transportation costs in SAP PO.
- Coordinate with warehouse for Goods Receipt Note (GRN) settlement.
- Support new vendor registration and vendor master amendments.
- Resolve vendor-related issues impacting procurement and payments.

## Finance (FI) Related Activities

- Coordinate customs duty payments with Treasury.
- Arrange road permits and other statutory requirements with Finance.



Job ID  
**REF97661F**

Ubicación  
**Meerut**

Nivel de liderazgo  
**Autoliderazgo**

Flexibilidad laboral  
**Onsite Job**

Unidad jurídica  
**Continental India Private Limited**

- Maintain tax codes, FX rates, duties, and transportation costs in SAP.
- Perform vendor data reconciliation and ensure transactional accuracy.

### **Logistics & Reporting**

- Coordinate transporter vehicle placement.
- Track inbound material movement within India.
- Prepare Raw Material Purchase MIS reports.
- Monitor excess/deficit consumption data and support material sequencing activities.

### **ESH (Environment, Safety & Health)**

- Ensure compliance with ESH standards and company policies.
- Promote safe working practices and hazard reporting.
- Support near-miss reporting and corrective actions.
- Escalate unresolved safety concerns appropriately.
- Demonstrate and promote a strong safety culture.

### **Systems & Tools**

#### **SAP**

Used for:

- Purchase Requisition (PR) and Purchase Order (PO) management
- Vendor Master Management
- GRN Processing
- Invoice Verification
- Inventory Monitoring
- Import Cost Maintenance
- Reporting and Analytics

#### **RMDP (Raw Material Demand Planning)**

Used to:

- Calculate raw material requirements based on production forecasts.
- Monitor demand and inventory levels.
- Support procurement planning and shortage prevention.
- Generate procurement requirements for buyers.

#### **EDI LKU (Electronic Data Interchange)**

Used to:

- Receive supplier forecasts and shipment information electronically.
- Manage:
  - Purchase Orders
  - PO Confirmations
  - Advance Shipping Notices (ASN)
  - Invoices
- Improve supplier communication and supply chain visibility.

### **Key Skills Required**

- SAP MM
- Supply Chain Planning

- Inventory Management
- Import & Customs Clearance
- Vendor Management
- Logistics Coordination
- Data Analysis & MIS Reporting
- Negotiation & Communication
- Problem Solving
- Cross-functional Coordination

## Tu perfil

Bachelor's Degree in Engineering (B-Tech/B.E.)

## Lo que ofrecemos

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