

# Senior officer Raw Material Purchasing

## Descrição da função

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.



Identificação da vaga  
**REF97661F**

Local  
**Meerut**

Nível de liderança  
**Leading Self**

Modalidade de trabalho  
**Onsite Job**

Pessoa 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

## Requisitos

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

## O que oferecemos

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## Quem somos

**Continental** develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2024, Continental generated sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

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