

Senior officer Raw Material Purchasing

工作职责

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.



职位号码

REF97661F

所在地

密拉特

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

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

职位要求

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

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