***One of India’s leading producers of fertilizers and industrial chemicals,***

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees’ capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

**JOB DESCRIPTION**

*Designation: Sr. Manager- Purchase Function: Service Procurement*

*Location: K1 Taloja Sector: Manufacturing*

* *Purpose of the Job:* This roles mainly responsible for procurement of all types services required for Operation/Process, Maintenance ( Mechanical/Electrical/Instrumentation & Civil ) requirements of Taloja ( K-1 ) Plant
* **Overview/ Responsibilities: As a < Sr. Manager- Purchase>, you will be expected to:**

|  |  |
| --- | --- |
| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| Conversion of PR into PO. | * - Selection of Contractors.
* - Preparation of RFQs
* - Obtaining Quotations
* - Negotiation as per DOA.
* - Preparation of Pre & Post
* Comparison statements.
* - Preparation of NFA.
* - Preparation of LOI/PO in System
* - Forwarding Order/LOI to party
* \with informing Job Co-ordinator.

  |
| Finaliastion of Long Term ( 2-3 year ) Contra  | * - Selection of Contractors.
* - Preparation of RFQs
* - Obtaining Quotations
* - Negotiation as per DOA.
* - Preparation of Pre & Post
* Comparison statements.
* - Preparation of NFA.
* - Preparation of LOI/PO in System
* - Forwarding Order/LOI to party

 informing Job Co-ordinator.- Preparation of Agreement on  Stamp paper.  |
| Finalisation of Project requirement.. | PrepPrepration of Enquiry Document.* - Selection of Vendors.
* - Obtaing TR from Project Dept.
* - Negotiation as per DOA.
* - Preparation of Pre & Post
* Comparison statements.
* - Preparation of NFA.
* - Forwarding LOI to party to
* expedite delivery / completion
* Period.

 - Preparation Contract/Order in  System. |
| Cost reduction. | * - Preparation of internal estimate for
* the job with help of Technical man.
* - look for alternative source.
* - Availing Cash Discount whenever applicable.
* - Negotiating for Credit Terms.
* - Finalisation of Long terms
* contracts/Agreement with party.
 |
| ***Educational Qualifications*** | ***Total years of experience*** |
| BE in Mechanical / Post Graduation Materials Management preferred | * Minimum 5-10 Years Experience in relevant Field
 |
| ***Technical /Functional Expertise:***  |  |
| Engineering KnowledgeUnderstanding process requirementCost estimate of various input to final costNegotiation Skill |  |
|  |  |