

JOB DESCRIPTION

Role Title: Engineer

Department: Procurement

JOB PURPOSE: (Role Summary)

Ensures timely and cost effective purchasing of high quality materials required for smooth production of our products.

MINIMUM REQUIREMENTS:

<u>Education :</u>	B.E. (Mechanical)
<u>Experience :</u> (No. of yrs)	3-5 yrs
<u>Specific Industry Experience:</u>	Project Industry / Capital Equipment Mfg / Heavy Machineries (machine tool)
<u>Other Requirements (Certifications and so forth) :</u>	Knowledge of QMS / EMS / OHSAS SAP – MM Module

KEY AREAS OF RESPONSIBILITY:

- Plans Purchasing based on Indents – PR / CAPEX / Mails for materials and services
- Procurement of Raw material, consumables, hardware, BOF items and vendor development
- Prepares Purchase Orders (P.O.) for repeat items
- Prepares P.O. for New Items - Estimate Costs, Get Quotations, Compare, Negotiate, Finalize rates
- Vendor Development - existing vendor for new items / new vendor for new /existing items
- Periodic Vendor Assessment and Rating
- Vendor follow-up for timely delivery of materials. Updates status of materials
- Arranges Inspection call and collection of material
- Co-ordinates with Stores and QA for receipt and quality clearance of material.
- Co-ordinates with Engineering for drawing clarification / material specification
- Costs Control by making budget based procurement
- Prepares Performance reports on Cost, Quality, and On-time delivery. Periodic analysis of these reports
- Prepares and maintains 4(5)A Challan
- Follow-up with Accounts for timely payment to vendor.
- Ensure compliance to ISO and OHSAS procedures for procurement of materials

ADDITIONAL RESPONSIBILITIES:

Aid Stores function
Periodic inventory review

ENVIRONMENTAL RESPONSIBILITIES:

Maintains safe and clean working environment by complying with procedures, rules, and regulations
Ensures safe handling and disposal of hazardous material - in-house and vendor end.

INTERNAL AND EXTERNAL INTERACTIONS:

INTERNAL	Stores - receipt, stock, issue, dispatch for further processing, Documents to accounts. QA - Quality issues, 105 (SAP) movement. PPC- indents, priority, status. Maintenance - - indents, priority, status. Engineering – Drawing clarification / material specification; Accounts - Supplier Payments
EXTERNAL	Vendor – material procurement Contractors Scope of work, quote, billing, payments, QMS/EMS/OSHAS Sub-vendors- assessment, Quality issue.

AUTHORITIES:

Preparation of P.O.
Transportation arrangement

KNOWLEDGE AND SKILLS:

Knowledge	Skills
Engineering knowledge	Communication Skills
SAP – MM / PP / SD Module	Negotiation & Persuasion skills
	Analytical skills