***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: Section Head Function: Purchase/Materials*

*Location: K1 Taloja Sector: Manufacturing*

* *Purpose of the Job:* This role is primarily responsible for cost effective & timely procurement of Materials from right source This role is also responsible for recommending improvements in procurement related systems & processes and develop strategies to procure required material in right time as per user requirement with optimized cost
* This Position is Responsible for the procurement of all kind of engineering spares, consumables, materials across DFPCL & STL in k1 Plant & K7/K8 Plant
* To plan, guide and implement procurement of Materials for projects (in line with Technical Services recommendations) within planned time and budgeted cost.
* To establish the Benchmark best procurement practices, involving all the team members & thereby developing the systems & people, to take up the challenging roles.

**Overview/ Responsibilities: As a < Section Head- Materials>, you will be expected to:**

|  |  |
| --- | --- |
| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| COST EFFECTIVE PROCUREMENT OF Engineering Spares and itemsTimely procurement of material through proper material planning  | * Implement procurement strategy and policies compliant with audit procedures and certified purchasing system processes
* Forecast procurement needs across all facilities
* Monitor macro trends in supplier and contract base and implement plans to react.
* To Increase qualitative vendor base
* To lead the team in continual improvements into IMS/TPM/PSM/5S/Kaizen; working within IMS domain only.
* To lead the team to IT enablement of processes including ARIBA.

Capex execution within budgetary limits (QCDSEM – Quality, Cost, Delivery, Safety, Environment & Morale) |
| IDENTIFYING THE CONSUMPTION PATTERN OF THE MATERIAL  | * Identify the Continuous consumption of material and enter for the Value or quantity contract with the vendors.
* Identifying the consumable items which are frequently consumed by the user and then enter for annual rate contract.
* Rate contracts/tendering /market surveys and data bank of prices for ready reckoning and instant estimations
 |
| . TIMELY PROCUREMENT | * Checking of requisitions/purchase indents of the stock items and take action accordingly.
* Follow up of purchase orders for delivery in due time.
* Identify the critical Materials and make the necessary provision for that i.e. Vendor development, minimize the lead time.
* Procurement of stock items as per the specification and avoid rejection.
 |
| DEVELOPMENT OF RELIABLE AND ALTERNATE SOURCES OF SUPPLY | Develops and implements appropriate long and short term strategic and tactical initiatives in order to achieve specific buying, sourcing targets. |
| CO-ORDINATION WITH PRODUCTION,   MAINTENANCE, FINANCE , QA/STORES  | Co-ordination with vendors / Internal customers |
| EHS AND STATUTORY COMPLIANCE | * Percolating the need of EHSQ at the highest priority in whatever we do.
* To lead the establishment of Benchmark EHS practices in Engineering.

Compliance to all statutory standards using live IMS documents, |
| ESTABLISHMENT & SUSTENANCE OF TPM PRACTICES | To lead & guide TPM practices (e.g. Problem solving, 5S, Benchmarking, Kaizen etc.) in the dept. with help of Head Commercial & Head TPM. |
| SELF AND SUBORDINATE DEVELOPMENT ON A CONTINUAL BASIS | * To identify, plan and facilitate domain and managerial training to the individuals in order to develop the new skills.

To lead the team in making customized domain training module to provide in-depth knowledge on Commercial function. |
| ***Educational Qualifications*** | ***Total years of experience*** |
| B.E. / B. Tech. – with post Graduation ( Mechanical Engineering preferred | 12 To 15 years of experience in all kind of benchmark maintenance practice of Chemicals/ Fertilizers / Petrochemicals Plant. |
| ***Technical /Functional Expertise:***  |
| * Sound Technical Knowledge of Benchmark Commercial functions
* Understanding process requirement
* Cost estimate of various input to final cost.
* Negotiation skill
* Knowledge in SAP systems, IMS
* Knowledge of Engineering Standards
* System orientation
* Planning before execution
* Knowledge on applicable statutory requirement.

Knowledge & use of TPM is desirable. |