

	JOB DESCRIPTION – PROCUREMENT ENGINEER	
	Department:	Procurement
	Position Title:	Manager/ Sr Manager
	Reporting to:	Head of Purchase
	Location	Kakinada
Key Responsibilities		
1.	Understand and review the technical requirements requisitioned for purchase by concerned Department.	
2.	Sourcing, engaging reliable suppliers and vendors with best payment terms and contract conditions. Developing alternate arrangement of sourcing or fabricating without deviating from the technical specifications provided by departments.	
3.	Well versed knowledge in vendor management, technical and commercial negotiation.	
4.	Preparing comparative statement and analyzing quotations.	
5.	Develop new suppliers, ensure reliability and quality control.	
6.	Coordinate between vendors and departments to ensure clarity in the requirement of supply / work order.	
7.	Accurate record keeping and ensuring the implementation of penalties on vendors as per the terms & conditions of the purchase orders.	
8.	Keep updated with market developments and assist in Vendor Development.	
9.	Assist departments in developing the procurement budget & forecasts for the financial year.	
10.	Coordinate with site stores and accounts for completing the purchase process cycle for delivery, quality check and invoice clearing.	
People Management		
1.	Should be able to manage a team 3-4 members and delegate work.	
	<p>Behavioral Competency:</p> <ul style="list-style-type: none"> • Proper planning and organizing • Teamwork and Collaboration <p>Technical Competency:</p> <ul style="list-style-type: none"> • Excellent analytical and problem-solving skills • Procurement planning, warehouse management process • Experience using SCM software and tools, including Oracle, SAP Ariba, and/or Envision • Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access). 	
	<p>Experience/ Skill set</p> <ul style="list-style-type: none"> • B Tech/ Diploma – Mechanical/ Electrical engineer • Should have around 5-to 10 years of work experience in ports / heavy construction industry / Logistics with not less than 2 years of experience in Purchase Department. • English proficiency required. 	
	Salary: _____L/yr	