

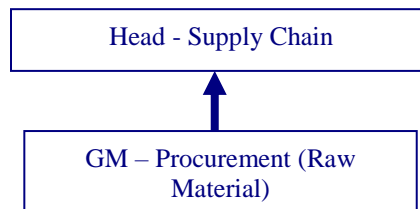
## JOB DESCRIPTION

<b>Position Title</b>	Senior Manager Procurement – Raw Material
<b>Company</b>	Gujarat Fluorochemicals Ltd.
<b>Location</b>	Corporate Office, Noida
<b>Grade / Level</b>	L4
<b>Division / Department</b>	Supply Chain Management

### 1. JOB PURPOSE

To support senior Project management team to screen, evaluate and identify suppliers and vendors for supply of material/ technology/expertise as required as per the budgetary approvals

### 2. ORGANISATIONAL CHART



### 3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Market Intelligence Development	<ul style="list-style-type: none"> <li>▪ Analyzing Markets and Supply/ Demand Dynamics</li> <li>▪ Modeling Costs and Prices</li> <li>▪ Distilling Market Insights</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop system to ensure the right cost model</li> </ul>
Maintaining pipeline of Raw Material	<ul style="list-style-type: none"> <li>▪ Effective &amp; proactive liaison with other departments as necessary to forecast, plan to meet purchase and service deadline.</li> <li>▪ Timely delivery of goods and execution of service in a cost effective manner to the utmost satisfaction of internal customers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Timely delivery of the raw material</li> </ul>
Developing Buying Strategy	<ul style="list-style-type: none"> <li>▪ To develop buying strategies which optimize the potential value of the supply markets and the business, ensuring their integration into the overall budget of the project.</li> <li>▪ Defining procurement Objectives</li> <li>▪ Selecting Options and Performing Risk Analysis</li> <li>▪ Reviewing Consistency and Progress</li> </ul>	<ul style="list-style-type: none"> <li>▪ Timely procurement of the raw material</li> <li>▪ % Improvement in cost of ownership</li> </ul>
Assist in Buyer Selection	<ul style="list-style-type: none"> <li>▪ Global Vendor Development for existing and new products.</li> <li>▪ Reviewing Existing Supplier Base</li> <li>▪ Defining Standard Selection Criteria</li> </ul>	<ul style="list-style-type: none"> <li>▪ Development of new vendors</li> </ul>
Vendor Management	<ul style="list-style-type: none"> <li>▪ Ensure timely issuance of purchase orders and supplies</li> <li>▪ Monitor delivery schedule &amp; constantly follow up to on site delivery</li> <li>▪ Evaluate vendor base in terms of time, cost, quality &amp; delivery</li> <li>▪ Ensure timely release of payments as per agreement/ payment terms</li> <li>▪ Enrich Level of relationship with Vendors/ Vendor Relationship Management.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluating Vendor Performance</li> </ul>
Compliance sustainability and integrity	<ul style="list-style-type: none"> <li>▪ Ensure all activities under his/her control and supervision are compliant with all the laws of land and statutory requirement.</li> <li>▪ Conduct all operation of function, ensuring social responsibility &amp; accountabilities by following the company guideline of the same.</li> <li>▪ Be responsible for ethical operation under his control.</li> <li>▪ Be responsible for prevention, detection and reporting of bribery and other forms of corruption including breach of code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>▪ 100 % compliance</li> </ul>

	<ul style="list-style-type: none"> <li>and other company regulation.</li> <li>▪ Avoid all such activity that could lead to or imply breach of code of conduct, anti- bribery and anti-corruption etc.</li> <li>▪ Knowledge in Taxation practices.</li> </ul>	
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#### 4. SKILLS AND KNOWLEDGE

##### Educational Qualifications

<ul style="list-style-type: none"> <li>▪ B. E/ B. Tech (Chemical Preferred)</li> </ul>
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##### Functional/Behavioral /Leadership Skills

<ul style="list-style-type: none"> <li>▪ Negotiation Skills</li> <li>▪ Market Intelligence</li> <li>▪ Ability to analyze market/suppliers and generate alternatives</li> <li>▪ High influencing skills and customer orientation</li> <li>▪ High Execution focus</li> <li>▪ Expert in handling project management tools and software’s</li> <li>▪ Stakeholder relationship</li> </ul>
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##### Competency Required

Entrepreneurial Drive	Customer Service Orientation	Analytical Thinking	Managing Self
Taking Initiative Achievement Orientation Risk Taking Ability	Service Delivery Value Addition Listening & Responding	Conceptual Thinking & Problem Solving Cognitive Behavior Lateral Thinking	Self Discipline Self Awareness Time Management
Energetic & tenacious ability to deliver, taking initiatives involving calculated risk. The rationale is that for effective implementation, intellectual analysis is not sufficient. It demands a bias for action that is taking rapid entrepreneurial decisions and the energy, tenacity and resilience to overcome obstacles.	The degree to which one focuses efforts in discovering the needs of individuals or customers and provide them a high quality service in an efficient and an effective manner. It is concerned with performing work constantly and consistently to a level, so that customer demands are met and exceeded consistently.	It is a purposeful, reasoned and goal oriented thinking. The ability to solve problems using a systematic approach. It involves visioning the future goals to be achieved, collecting the information, analyzing the cost, risk and the chances of success involved, by taking the right decision.	It is the ability to know your triggers, preferences, and the internal resources and be able to apply them to guide the performance. It would include goal setting, decision making , focusing, planning, organizing, taking initiative and taking calculative risk to achieve the goals in the given time period.

##### Relevant and total years of Experience

8-12 years’ experience in procurement of Raw material in a Specialty Chemical/ Agrochemicals/ Chemical/ Pharma company. Should be well conversant with the commercial aspects – GST as well as Imports/ Exports.
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##### Job Challenges

1. Has to work under very steep timelines
2. There is a very aggressive plan to for building capacities.