

SUPPLY CHAIN ENGINEER

Job experience: 2-4 years

Job Location: Ahmedabad, Gujarat, India

Reporting to: Director

Job Description:

- Initiate and manage relationships between suppliers and vendors of Saathi Eco Innovation India Pvt. Ltd.
- Audit the capacity and quality of contracted suppliers.
- Manage and maintain systems, spreadsheets and procedures relevant to the process of the supply chain, and if necessary create or improve upon the same.
- Manage and maintain inventory management and stock tracking systems and if necessary create or improve upon the same.
- Report findings promptly to the rest of the team and attend weekly update meetings.
- Compile and disseminate corrective action lists to the design and manufacturing team.
- Perform audits for new suppliers to assess manufacturing activities and logistics.
- Present evaluation reports from audits to the management team.
- Develop milestones and objectives for projects.
- Outline steps for the standardization of processes.
- Analyze supply chain, bottlenecks, slack time, durability, repeatability, and other metrics.
- Research new technologies and methods and apply them as needed.
- Maintain inventory and source of raw materials & consumables accordingly.
- Manage Logistics for both Inward and outward flow of material.
- Proper documentation of Invoices, delivery challans and related papers for transportation and future references.
- Coordination with accounts for the smooth flow of all the taxation related work.
- To keep a record of every payment to suppliers.
- Knowledge of import-export of material for sales inquiries and coordination with CHA (Custom Housing Agent) for international logistics.
- Quality check for the inward raw material and implement of rejection system in case of the defective material.
- Generation of CCS (Cost comparison sheet) for every new material to be sourced and report to management for approval.
- Prior background check of new vendors and sample testings so as to ensure the best possible quality before procurement.

- Analysis of quality-related such as MTC (Material test Certificates), MSDS (Material Data and Safety Sheet) and TDS (Technical Data Sheet) to get best of knowledge about the material.
- Negotiation skills to ensure the best possible rates under the assured quality of the material.