



No	Field Name
1	Position Request Ref No
2	Date
3	Position Title/Name
4	Grade / Designation
5	Function / Domain
6	Reporting To
7	Place of Posting (Name of City Only)
8	Whether within approved manpower budget (Y/N)? Please provide details.
9	Justification for the requisition (if the position is not budgeted)
10	Brief profile of incumbent (Attach detailed JD)

11	<b>Prepared by:</b> FH/ Head of Department
12	<b>Recommended by:</b> FH/ Head - HR
13	<b>Approved by:</b> Management/Director

**Position Requisition Form****Field Content**

10/5/2024

Assistant Manager - Purchase

Assistant Manager

Supply Chain Management

Sr. Manager - Supply Chain

Noida (Delhi NCR)

Yes

NA

- 1.Liaising with the Warehouse, Sales and other relevant departments to determine items to order.
- 2.Request for Proforma Invoices from Overseas Suppliers.
- 3.Processing of Overseas Purchase orders.
- 4.Placing of orders with Suppliers from overseas.
- 5.Processing of Proforma Invoices for payment and material movement.
- 6.Liaising with the Customs Department. Liaising and arranging the Licenses from other Government Departments like DGFT etc. required for the import/export of the material.
- 7.Knowledge of Licenses and documentation required for the clearance of Electronics and Defence Related shipments.
- 8..Knowledge of dealing with different kind of shipments viz. Temporary Import/Export, Import/Export on ATA Carnet, Extension of ATA Carnet, Shipment declaration in case of Hand Carry, Dealing with Chemicals and Hazardous Goods.
- 9.Preparation of Marine Insurance Covers.
- 10.Processing of payments for Suppliers.
- 11.Knowledge / Awareness of Letters of Credit procedure.
- 12.Expediting/routine follow up on status of goods to ensure that suppliers meet delivery promises.
- 13.Tracking of incoming shipments
- 14.Liaising with Clearing Agents on cargo clearance with Customs
- 15.Expediting inspection of goods received
- 16.Notifying Suppliers on short-shipped, over supplied and faulty items received and taking the necessary action
- 17.Knowledge of RMA process.
- 18.Awarenes of Incoterms.
- 19.Liaise with Stock Control on Preparation of GRN
- 20.Filing and keeping records of all imports documents

- 21.Updating of imports register and emailing consignments status reports to the Manager.
- 22.Ensure that products are received on time
- 23.Keep up with ever changing Government Policies and Tariffs on Importation of Goods
- 24.Administer all import and export of goods and supervise delivery of all goods and manage distribution of all goods to various geographical locations efficiently.
- 25.Oversee handling of all goods and ensure safety in all transportation and design cost effective methods for same and analyze best means of transport for all products as per customer requirement in coordination with manager.
- 26.Perform all internal and external audits and perform required prior disclosures for all processes and supervise efficient working of all external agents such as freight forwarders and customer brokers.
- 27.Assist all departments in import and export operations and implement trade agreement programs and maintain internal controls for same.
28. Excellent Negotiation skills
29. Operational knowledge of Purchase, logistics and warehouse.
30. Knowledge of ISO & AS9100 processes would be an added advantage.
31. Good command over Excel / Advance Excel.
32. Good exposure to procurement of Electro-Mechanical parts such as Connectors, Cables, Glues & Adhesives, Mechanical parts, Sheet Metal etc. Experience in Electronic components would be an added advantage. Awareness about potential suppliers for a particular part / material of mentioned categories.
33. BOM cost reduction by finding alternate sources and localisation.

Pratik Desai

Anju Datta

Perminder Kumar