

<b>Position</b>	<b>Head – Supply Chain Management</b>
<b>Department</b>	<b>Supply Chain Management (SCM)</b>
<b>Location</b>	Kharagpur
<b>Reports to</b>	Head - Manufacturing
<b>Reported by</b>	Supply Chain Team

**Role Objective**

- Manage strategic, financial and operational aspects of the supply chain function to meet business objectives
- Ensures that the Supply Chain operational plans across the organization are aligned with the organization strategy
- Ensures optimum utilization through inventory planning and control, unhindered material flow, cost effective imports of raw materials etc
- Vendor development in India and abroad.
- Identifies cost rationalization methods by means
- Assumes overall responsibilities to develop, motivate and lead his team and establish mechanisms to groom potential leaders.

**Responsibilities**
**Strategic:**

- Ensures that the Supply Chain operational plans across the organization are aligned with the organization strategy
- Responsible for implementation of best practices in supply chain management plan keeping in mind specific factors which may impacted by strategic changes
- Focuses on continuous Vendor Development keeping in mind the operational requirement.
- Strategically change SCM plan to accommodate design modifications if any.
- Monitors and reviews the complexity of outsource plan and implement strategy in order to minimize risk
- Implement a plan for low cost outsourcing options by developing vendors capable of delivering quality to enable the business to constantly reduce cost.
- Reviews contract strategy in line with organisational needs

**Operational:**

- Monitors and reviews purchase plan on regular basis
- Oversees any problem in material flow which hampers production process and also has takes corrective action to rectify the same
- Analyzes current inventory/stock and does planning in accordance with production programme
- Analyzes terms of order made for material delivery and identifies bottlenecks to meet order terms
- Review payment terms and associated taxes. Keeps updated with new cost effective payment terms and incorporate the same in line with organization strategy
- Analyze and review import procedures. Has the ability to design and develop less complex and cost effective import procedures
- Develops processes to effectively and efficiently execute store work
- Ensures quality inspection in his area of domain and involves in debottlenecking any problem
- Reviews allocation and shortage list of materials and ensures no hindrance in production operation
- Evaluates current contract administration and incorporate new policy or procedures in order to facilitate contract management

**Financial:**

- Ensuring optimum utilisation of funds by prioritising the implementation of projects.
- Identifies cost effective & quality raw materials and spares for improving project operation

**People:**

- Assumes overall responsibilities to develop motivate and lead his team and establish mechanisms to groom potential employees
- Ensure timely implementation of Performance Management Systems as per guidelines.
- Takes initiatives and encourages team to undergo technical trainings to upgrade their skill levels.
- Provides inputs to individual developmental plan of all the subordinates and also evaluate the effectiveness of the training provided.
- Ensures optimum allocation of resource.
- Monitors the initiation steps to demonstrate cultural change and enhancing image building of the organization.

**Internal Interface**

- All related internal departments

**External Interface**

- Customer
- Collaborator
- Supplier and Vendors

**Education**

- BE / B-Tech in Mechanical

**Experience**

- 10-15 years of relevant experience in related industry
- Minimum experience of 5 years in heavy engineering industry

**Functional Skills**

- Understanding of heavy industry related products
- Production process understanding
- Planning & Scheduling
- Understanding purchase, import & store function
- Contract Management
- Statutory Compliance
- Environment, Health & Safety understanding

**Behavioural Skills**

- Customer Orientation
- Change Management
- Execution Excellence
- Achievement Orientation
- Decision Making
- Personal Effectiveness
- Impact and Influence
- Nurturing Teams