

## Job Description

**Position: Executive/ Senior Executive – Supply Chain**

**Responsible to: Senior Manager – Supply Chain**

### A. Overview of the position

The Executive/ Senior Executive – Supply Chain will be responsible for operationalizing PIA's supply chain strategies. He/ She will be responsible for the activities of supply chain, as delegated by the Senior Manager – Supply Chain. He/ She will coordinate at the tactical and operational levels, with the other functions of Premier India Agencies (PIA).

### B. Qualification

- Primary: Bachelor of Commerce
- Additional (preferred): Diploma in Logistics/ Supply Chain

### C. Experience and Skills

- A minimum of 3 years of experience in the supply chain domain is required for the position. Experience in the Railways or Industrial sectors would be preferred.
- Good knowledge and understanding of the supply chain processes.
- Hands-on experience of working in an ERP environment, with respect to sourcing and inventory management.
- Strong strategic, problem solving, analytical, organizational and interpersonal skills.
- Understanding of commercial terms, such as operation of bank guarantee and letter of credit, customs duty and logistics, etc.
- Computer literacy in Microsoft Office, database management and other tools, with advanced skills in MS Excel, for analytics and reporting.
- Commitment to work with leadership and cross-functional teams.
- Strong oral and written communications skills.
- Openness to travel, to meet internal and external business demands.

### D. Working Relationship

The positions report to the Senior Manager – Supply Chain and serve as a member of the operational team. They also have working relationship with other cross-functional teams.

### E. Key Responsibilities

- Responsible for implementing and maintaining the policies and procedures, pertaining to supply chain function/ activities, including receiving and inspection of goods, management of stores and inventory, material packaging and dispatch, etc.;
- Assist the Sales & Marketing and Services functions in their endeavors, where needed (e.g. while preparation and submission of responses to tenders, etc.);
- Ensure efficient logistics and transportation for purchase and sales with minimal cost;
- Participate in order fulfillment, in collaboration with the Sales & Marketing and Services, by ensuring timely availability of inventory;
- Ensure that inventory transactions are recorded accurately and timely and that the stock position in the ERP reflects the correct picture;
- Maintain internal controls, with respect to the supply chain activities;
- Undertake and ensure that key inventory reconciliations are performed on a periodic basis;
- Undertake appropriate measures to safeguard the Company's inventory;
- Provide accurate management reports (pertaining to supply chain), in a timely manner, where needed.

### F. Other Responsibilities

- Coordinate and collaborate with other functional departments, to facilitate meeting of business objectives;
- Support and ensure implementation of initiatives taken by the management;
- Ensure the function's adherence to PIA's policies and procedures, including timely update of various Trackers and database;
- Ensure that the department's operational costs are controlled and minimized, for effective utilization of the Company's resources;
- Ensure that the Company's properties and assets are safeguarded;
- Ensure maintenance of workplace health and safety requirements.