

Designation: Senior Executive / Assistant Manager - Purchase

Location: Mangalore, India

Job Responsibilities:

- Handle all material management activities, particularly in shipbuilding and ship repair material procurement.
- Identify new potential suppliers and products, ensuring the best price without compromising quality or deadlines.
- Develop and maintain positive relationships with suppliers.
- Specialize in the procurement of mechanical, electronic, electrical, hull materials, and services.
- Experience in Import Materials from various countries
- Good knowledge in handling ABG/LC's.
- Prepare purchase orders (PO) using ERP software.
- Monitor stock levels and place orders as needed.
- Process warranty claims (WC) for defective items.
- Prepare and distribute monthly forecasting reports.
- Conduct visits to suppliers' locations for progress reviews.
- Conduct price bid opening (PBO), price negotiation (PNC), and order placement.
- Handle all supplier correspondence, emails, and complaints related to invoicing and purchase orders.
- Monitor monthly and yearly procurement targets in accordance with the scheduled plan and budget.

Qualifications & Experience:

- Bachelor's degree in Engineering, Supply Chain Management, or a related field.
- 8-10 years of experience in procurement, preferably in shipbuilding or ship repairs.
- Strong negotiation and vendor management skills.
- Knowledge of procurement best practices, contract management, and inventory control.
- Ability to work in a fast-paced environment and manage multiple priorities.
- Proficiency in ERP systems and MS Office.