

Job Title: SCM Executive			
Business Unit:	Sarvajal	Domain:	SCM
Location:	Ahmedabad	Band/Grade:	1C
Department:	SCM (Supply Chain Management)	Last updated on:	July 2022
		Degree of Travel required to:	Moderate Local Travelling
Key stakeholders	External		Internal
	Vendor		TM, Territory Admin, Inventory, Maintenance Team, IT Team, CALM Team, Account Team
Reporting structure	Role directly reports to		Positions that report into this role
	SCM Head		NA
Essential Qualifications	Any Graduate		
Essential Experience	Min 4 year experience in water of construction site supervision and vendor management.		
Competencies	<ol style="list-style-type: none"> 1) Knowledge of process for work order. 2) Vendor management 3) Technical Knowledge of construction material. 4) Ability of quality control 5) Knowledge of basic calculation of construction. 6) Team collaboration. 7) Experience of billing of payment 		
Decision Making Control			
Values			
Knowledge	<ul style="list-style-type: none"> ● Expertise – we strive for a deeper understanding of our domain ● Innovation – we aspire to do things creatively. 		
Action	<ul style="list-style-type: none"> ● Entrepreneurship – we are empowered to act decisively and create value ● Integrity – we are consistent in our thoughts, speech and action for our products 		
Care	<ul style="list-style-type: none"> ● Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders ● Humility – we aspire to be the best, yet strive to be humble. 		
Impact	<ul style="list-style-type: none"> ● Performance - We strive to achieve market leadership in scale and profitability, wherever we compete. ● Resilience - We aspire to build businesses that anticipate, adapt and endure for generations. 		

Key Roles/Responsibilities:

- 1) Multi new vendor develop.
- 2) Multi-vendor inquiry and vendor finalization.
- 3) Work order share with vendor and work regarding follow-up daily.
- 4) Multi Quotation comparison and maintain records.
- 5) Take follow up with vendors and all onsite activities and cross check with TM / PM of progress.
- 6) Approved PO share with vendor and Follow up for material (onsite material like Civil work, Pre-fab, territory demand) (Requested by IT, R&D, NPD)
- 7) Onsite material delivery quantity verification with the help of receiver.
- 8) Submit the invoice in Account and take follow up for vendor payment and Outstanding (requested material of production and inventory)
- 9) All onsite civil work complete verification through TM/PM
- 10) Follow up with Account for vendor payment and Outstanding (onsite material like Civil work, Pre-fab) (Requested by IT, R&D, NPD)
- 11) Collect the new vendor all documents and verify.
- 12) ISO audit representation (internal and external)
- 13) Prepare MIS report.