



Position: Supply Chain Executive
Division: Sugar Projects Division
Location: Mumbai
Experience: 5+ years of experience in engineering goods purchase
Qualification: Bachelor's degree in Engineer or commerce

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 35 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Lucknow, Pune, Ahmednagar and Chennai. Shrijee has three fully equipped manufacturing facilities located in the western and southern parts of India.

We have more than 160 people in our team, including 50 Engineers and 15 MBAs. In addition to these, at any given time, we usually have 100-200 people working on our sites in India & overseas.

We are looking for a “**Supply Chain Executive**” for our Mumbai office. Candidate will report to the General Manager – Supply Chain.

Responsibilities include:

1. Getting enquiries from client, Getting offers from Supplier.
2. Preparation of Quotation for client and submitting the same.
3. Do the preliminary discussion/negotiation & preparation of Technical/Commercial comparative statements.
4. Preparation of purchase order for supplier.
5. Follow up with supplier for on time delivery.
6. Supplier's invoice validation and getting all necessary documents done for commercial/export formalities.
7. Maintain the database for all commercial transactions.
8. Assisting Accounts/Exports department to raise invoice by clearing packing list/vendors' invoice.
9. Business data analysis & MIS generation.
10. Assisting the Supply Chain Head for Business Reports preparation.
11. Coordinating sugar projects in procurement of bought outs including enquiry / PO release / payment coordination / dispatch follow ups.
12. Handling inquiries from domestic & overseas sugar factories for sugar machinery spares.
13. Searching from various sources to find new supplier/application/equipment.

We are looking for:

1. 5+ years of work experience in engineering goods purchase
2. Good knowledge of sugar processing house machinery will be appreciated.
3. Strong experience of project co-ordination.
4. Strong written and verbal communication skills.
5. Strong computer skills (MS Word, MS Excel, MS PPT, Internet)
6. Team spirit, good work ethic and high integrity (we do a thorough background check).

The salary offered will be competitive. We offer a professional work environment. Please see our website for details about us: www.shrijee.com. If interested, please send resume and cover letter to:



Shrijee Group

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In case of e-mail applications, please put **“Supply Chain Executive”** in the subject line.