

Notice for Placement

Job opportunity for - Graduate

Company Name:- Coating Specialities India Limited

Position:- Officer/ Executive - Procurement

Company Website:- www.coatingspl.com

Work Location:- Lower Parel, Mumbai

Company Background / About Company:

Coatings Specialities (I) Ltd. (CSIL) is one of the biggest speciality chemicals company in India, managing exclusive rights of distribution for a number of reputed multinational companies like Elementis Specialties, Thor Specialities, Rockwood Pigments, PQ Corporation, Samsung Fine Chemicals and Lorama for the last two decades. Products of these companies are widely used in India; they help to strengthen and ameliorate the quality of the end products. We cater to paints, coatings, printing inks, construction, personal care, home care, pharmaceuticals, lubricants and other allied industries.

We help our partners explore and grow their business in the Indian market. We provide them with sound expertise, technical knowledge, efficient supply chain, on-the-ground logistics, quality assurance and warehousing and distribution. We have offices and godowns at strategic locations to meet the demands of the customers, a strong sales force, and a reputation for providing quality products at affordable prices. Our excellent contacts have helped us establish ourselves generally in the above industries and specifically in paints, coatings and printing ink industries.

We focus on providing products and solutions for our customers; we offer an extensive portfolio of products and innovative solutions as well as help our customers achieve their 'Green Goals'. We receive extensive support from our principals in the areas of up-gradation of products, technical knowledge, marketing and development support which helps to create a sustainable competitive advantage for our customers.

CSIL is promoted by the Dani family, one of the co-promoters of Asian Paints Ltd. (APL); one of the largest paint companies in Asia.

Leveraging on the success of speciality chemicals, we entered into the field of marketing of paint accessories to cater to the growing need of the paint industry. We rolled out an innovative international standard Professionals' paint brushes whose bristles are made of DuPont filaments, the best in the world. The other products under this discipline are rollers,

masking tapes and spray guns. They are all marketed under the brand name of Suryakant.

We are continuously in the process of exploring and expanding the list of new items as per the industry requirements as well as increasing our geographical coverage and market penetration. The broad emerging idea is to market the best materials to our customers and contribute towards their growth and success, over the years to come.

Job Profile / Responsibilities:

Manage the purchase and the imports operations. – For Executive
Purchase planning and vendor relation management
Coordination with Suppliers for the Deliveries and the documents
PO booking and Follow-up with the Suppliers
Coordination with customers for the Order and other important matters.
Coordination with Accounts for the payment and other matters
Payment follow-up with customer
Coordination with Customs House agent for Import clearance
Coordination with Customs house agent for Bill of entry finalization.
Verification of all the Imports documentation and Coordination with Supplier
Data entry in ERP
Record maintenance and Reports submission
Coordination with customers for the Order and other important matters.
Coordination with Accounts for the payment and other matters
Coordination with Customs House agent for Import clearance
Verification of all the Imports documentation and Coordination with Supplier for the shipment
System management. Entry in ERP for the PO and the shipment
Purchase planning and coordination with the sales and the logistics
Reports and MIS preparation

Key Skills:

Should have excellent Communication Skills
Must speak and Write fluent English

Required Qualification: Graduation **Experience:** 0-5Yrs

Remuneration: 3LPA

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Ms. Radhika Thakkar

Email id: - radhika.thakkar@hitechplast.in