

5th May 2025.

Notice for Placement

Company Name:- **Lubrikote Specialities Pvt Ltd**

Position:- **Trainee - Sourcing**

Company Website:- **<https://lubrikote.com/>**

Work Location:- **Mumbai, Vile Parle**

Company Background / About Company:

- ❖ Lubrikote is founded in 1975, is a leading manufacturer of high-performance lubricants, Release agents and chemical specialties.
- ❖ With a strong global presence in countries like the USA, Brazil, Japan, Korea, Malaysia, and more, Lubrikote caters to the die-casting, forging, and foundry industry.
- ❖ We are head-quartered in Mumbai, having a state-of-the-art manufacturing facility in Silvassa. The company has regional offices in Gurgaon, Pune and Chennai.
- ❖ Our mission at Lubrikote is to continuously innovate and provide customized solutions that cater to the specific needs of our clients, fostering long-term partnerships and mutual success.

Job Profile / Responsibilities:

- Source New Vendor as per requirement and create New Vendor Base.
Update information as per requirement
- Ensure that the product gets technically qualified with the QC department
- Prepare Technical Comparisons of Specifications of various products on regular basis or as per requirement
- Co-ordinate with respective stakeholders and maintain the Enquiry Capture Sheet
- Co-ordinate between the Lab & Technical Heads to understand the requirement and other relevant check points
- Prepare Purchase Order within timelines

- Check and ensure closure of Open Indents as per guidelines
- Follow-up with the vendors on COA if the receipt of Raw Material is not received with the consignment

Key Skills: Negotiation & Good Communication, Basic Excel

Required Qualification: BSc / Diploma / PGP in Supply Chain Management.

Experience: Fresher

Other / Special Requirements:

Remuneration: 1.5 – 2.25 LPA

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

Contact Person: - Cletha Fernandes

Email id: - cletha@lubrikote.com

Contact no: -

Corporate Office: 5th, 6th, 7th Floor, Henry Plaza, Vile Parle (E), Mumbai – 400 099.