

Notice for Placement

Job opportunity for Export Import / Supply Chain Management students.

Company Name:-**Lumens Technologies Pvt Ltd**

Position:-**Import Executive/ Supply Chain Executive**

Company Website:-**www.lumenstech.in**

Work Location:-**Lodha Business District, Kolshet, Thane W**

Company Background / About Company: **Semiconductor Distribution**

Job Profile / Responsibilities: **Given Below**

Key Skills : Shared in Job Description

Required Qualification: Shared in Job Description

Experience: 0-15 yrs

Remuneration: Will be defined as per experience.

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

Contact Person: - Niranjana Chandran

Email id: - **hr@lumenstech.in**

Contact no: - 8291898748

Corporate Office: Lumens Technologies Pvt Ltd

Unit 809/810, 8th Floor, Tower B, Gate No. 2, Lodha Business District Kolshet Road, Thane-400607

Greetings From Lumens Technologies Pvt. Ltd...!!!

Lumens Technologies Pvt. Ltd. is Semiconductors/Electronic components distribution company head Quartered at Mumbai and Branch office in Delhi having presence across the country since 2013. We are among the top distribution companies in the field of semiconductors & electronic components. We offer high quality and reliable products sourced from reputed suppliers around the world. An organization incorporated in 2013, we have reached the top graphs through extensive support of our self-driven team providing round the clock support. With Our own Technical LabLumens Technologies stands out for its Value-Added Services. www.lumenstech.in

Job Title: **Import Executive** (Designation & Grade shall be defined as per Experience)

Job Description: -

- Liaising with the Warehouse, Sales and other relevant departments to determine items to order.
- Request for Proforma Invoices from Overseas Suppliers
- Processing of Overseas Purchase orders
- Placing of orders with Suppliers from overseas
- Processing of Proforma Invoices.
- Preparation of Marine Insurance Covers
- Processing of payments for Suppliers
- Expediting/routine follow up on status of goods to ensure that suppliers meet delivery promises
- Tracking of incoming shipments
- Liaising with Clearing Agents on cargo clearance with Customs
- Expediting inspection of goods received
- Notifying Suppliers on short-shipped, over supplied and faulty items received and taking the necessary action
- Liaise with Stock Control on Preparation of GRN
- Filing and keeping records of all import's documents
- Updating of imports register and emailing consignments status reports to the M.D., Warehouse and Sales Department.
- Export Documents Preparation when requested by clients
- Liaising with Clearing Agents on cargo clearance with Customs
- Expediting inspection of goods received
- Notifying Suppliers on short-shipped, over supplied and faulty items received and taking

- the necessary action
- Any other duty that may be assigned by the Managing Directors

KEY CHALLENGES:-

- Overall Co-ordination between warehouse, accounts and Sales Team on orders requisition and product specifications
- Ensure that products are received on time
- Keep up with ever changing Government Policies and Tariffs on Importation of Goods

Skills Required:

- Strong analytical and strategic thinking skills
- Superb communication and interpersonal skills
- Excellent negotiation skills
- Willingness to operate in a dynamic environment
- Ability to plan and project monthly requirements as per forecast.

Qualification:

Graduate – Preferred BE, B Tech : Elect/Electronics, Export Import Management

Experience:

Minimum 0-8 years' experience

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Job Title: Manager-Supply Chain

Job Description:-

- Lead and establish a supply chain process for procurement of components.
- Manage Inventory of such parts basis lead time, Create Min Max levels & reorder levels, manage the upkeep of stores, Interface & manage Logistic partners and create systems to improve overall efficiency of the supply chain.
- Knowledge of Material Specifications and experience of negotiating with vendors, preparation of comparative statements is an added advantage.
- Effectively interface with suppliers to negotiate optimal terms for sourcing. Understand the trade-offs between cost, volume, and quality in order to strike agreements that meet Lumen's criteria and secure long term supply continuity.
- Assist in continuous improvement of the required procurement procedures in consistently meeting and exceeding the financial and performance expectations of organization in a safe and cost-effective manner.
- Manage requisition backlog and work towards release of POs on time to suppliers.
- Manage and support new product ramps and supplier qualifications.
- Maintenance of purchasing records and PO as per ISO requirements.
- Finalize purchase details of orders and deliveries
- Building strong working relationships both internally and with key suppliers

Skills Required:

- Strong analytical and strategic thinking skills
- Superb communication and interpersonal skills
- Excellent negotiation skills
- Willingness to operate in a dynamic environment
- Ability to plan and project monthly requirements as per forecast.

Qualification:

Graduate – BE, B Tech : Elect/Electronics / PGP in Supply Chain Management

Experience:

Minimum 0-8 years' experience