

## Notice for Placement

**Job opportunity for** Materials / Supply Chain / Operations Management

**Company Name:-** Marquardt India Pvt Ltd

**Position:-** Central Purchase Manager.

**Company Website:-** [www.marquardt.de/](http://www.marquardt.de/) [www.marquardtindia.com](http://www.marquardtindia.com)

**Work Location:-** Charkop, Kandivali West.

### **Company Background :**

Marquardt is a global player in the field of electromechanical and electronic switches and switching systems for automobiles, household appliances, electric tools and industrial applications. We occupy over 6,000 employee in twelve offices in nine countries and are an independent family company with flat hierarchies for over 85 years. As a mechatronics specialist, we work with the latest development technologies and produce in a high production depth. We safe our competitiveness through constant innovation. In Marquardt you can also expect excellent development opportunities and secure jobs.

### **Job Profile / Responsibilities:**

- Forecasting levels of demand for products to meet the business needs and keeping a constant check on stock levels to assess present and future material availability.
- Forecasting price trends and their impact on future activities.
- Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
- Liaising between suppliers, manufacturers, relevant internal departments and customers.
- Identifying potential suppliers, visiting existing suppliers, interview them in order to determine product availability and terms of sales and building and maintaining good relationships with them.
- Negotiating and agreeing contracts and monitoring their progress, checking the quality of service provided.
- Processing payments and invoices.
- Keeping contract files and using them as reference for the future.
- Developing an organization's purchasing strategy.
- Producing reports and statistics using computer software.
- Ensuring suppliers are aware of business objectives.

- Attending meetings and trade conferences.
- Training and supervising the work of other members of staff.
- Raising Purchase Order's as per negotiated and appropriately approved review quotations and in accordance with company policy and negotiated terms and conditions in timely manner while maintaining appropriate quality standards and specifications.
- Review purchase order claims and contracts for conformance to company policy.
- Participate in the development of specifications for equipment, products or substitute materials.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Arrange for disposal of surplus materials.
- Continually develop expertise to support growth for new projects.
- Lead the procurement group in all phases.
- Maintain procurement files.
- Track Purchasing activity and measurements.
- Discuss defective or unacceptable new goods with vendors and other departments involved to determine cause of problem and take corrective and preventative action.
- Ensure supplier compliance with site and company requirements for safety.
- Liaise with Accounts Payable Department to ensure accurate and timely payment of invoices, as necessary for the business with the supplier.
- Sound knowledge of Excise, SEZ regulations, Import Export Regulations.
- Coordination with CHA.
- Mainlining documents as per ISO/ TS norms.
- Coordinating for purchases for R & D Centre in Pune.
- **Key Skills:** Refer JD.

**Required Qualification:** Minimum is Graduate in Engineering / DMT / PSCM / POM

**Experience:** 4 years to 7 years.

**Other / Special Requirements:** None.

**Remuneration:** Open.

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

Contact Person: - Ms Nameeta Nair

Email id: - hr@marquardtindia.com

Contact no: - 08879676809

**Corporate Office:** Marquardt India Pvt Ltd, Plot 21, ABCD, Govt Industrial Estate, Near Hindustan Naka, Charkop, Kandivali West.

## Notice for Placement

**Job opportunity for** Materials Management

**Company Name:-** Marquardt India Pvt Ltd

**Position:-** Stores Incharge/ Sr. Stores Incharge. (Executive/ Sr. Executive Level)

**Company Website:-** [www.marquardt.de/](http://www.marquardt.de/) [www.marquardtindia.com](http://www.marquardtindia.com)

**Work Location:-** Charkop, Kandivali West.

### **Company Background / About Company:**

Marquardt is a global player in the field of electromechanical and electronic switches and switching systems for automobiles, household appliances, electric tools and industrial applications. We occupy over 6,000 employee in twelve offices in nine countries and are an independent family company with flat hierarchies for over 85 years. As a mechatronics specialist, we work with the latest development technologies and produce in a high production depth. We safe our competitiveness through constant innovation. In Marquardt you can also expect excellent development opportunities and secure jobs.

- **Job Profile / Responsibilities:** Handling Store Departments Activity.
- Effectively utilization of Stores manpower, preparing or upgrading their job descriptions i.e. Store keeper, Inward/Stores workers.
- Preparing Purchase Requisition & Forwarded to Purchase Department For Generating P.O.
- Purchase Requisition Planning Base on Sales Orders & Standard Stock Level.
- Controlling Labour job materials with effective monitoring i.e. balancing over issues & received quantity, Weight.
- Monitoring Day to Day Inward & Outward Materials.
- Daily Entry's means all material Received & Issued records, entry's has completed regularly.
- Maintaining Physical Stock of All the Component, Raw Material with proper documentations.
- Daily Tracking with All the Suppliers & Vendors.
- All process control with the help and guidance of ISO & TS standards.
- Auditee & Auditor for the ISO & TS.
- Interaction with Sales, production, Purchase, QC & Relevant Departments.
- Shelf life material Monitoring.

- Stock Audit.
- Maintaining FIFO.
- Inventory Management.
- Should able to handle the dispatch related activities.
- Verification and preparation of MRN, Inward & Outward Challan forwarded to QC for approval.
- To make Dispensing of raw materials, Components as per production planning schedules.
- Tracking the inventory levels and analysis of materials and reporting to the top management for better inventory control and disposal of non-moving materials.
- Ensure cleaning of all areas of Component Stores, Inward Area & Working Place.
- Preparation of monthly stock statement and its verification
- Development of written procedures pertaining to stores activities, cleaning procedures as per regulatory requirements and their Implementation
- Handling of rejected, obsolete and expired materials as per written procedures.

**Required Qualification:** Diploma in Material Management

**Experience:** 1.5 years to 3 years

**Other / Special Requirements:** Candidates from nearby area.

**Remuneration:** 3 LPA Maximum.

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

Email id: - **hr@marquardtindia.com**

Contact Person: - Ms Nameeta Nair Contact no: - 08879676809

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