

## **Job Description: Procurement Head**

**Location:** Bangalore

### **Position Overview**

We are seeking a dynamic and experienced **Supply Chain Management** with 12–18 years of proven expertise in discrete machine manufacturing. This strategic role is responsible for streamlining the inflow of raw materials and components, enhancing existing vendor capabilities, and scouting and onboarding new suppliers to support sustainable operations. The manager will lead procurement for both custom-manufactured parts and standard bought-out items, ensuring high quality, cost-effectiveness, and reliable delivery across the supply chain.

### **Key Responsibilities**

#### **Vendor Identification, Scouting, and Qualification**

- Actively research and evaluate potential vendors for critical manufacturing components and standard bought-out items.
- Lead supplier scouting across different geographical locations to match specific engineering and commercial requirements.
- Drive timely onboarding of new suppliers in alignment with company standards.
- Ensure vendor selection aligns with the organization's commitment to sustainability, assessing their environmental practices and readiness to support green manufacturing goals.

#### **Development of Existing Vendors and Sub-Assembly Suppliers**

- Implement structured improvement programs focused on delivery reliability, quality enhancement, and cost optimization.
- Identify and develop vendors capable of supplying pre-tested sub-assemblies to reduce internal assembly load and streamline production workflows.
- Support technical capability expansion, including jig, fixture, and inspection readiness.
- Strategic planning and sourcing
- Assess and elevate the quality consciousness of vendors by reviewing their quality infrastructure, certifications, and in-house inspection capabilities.

#### **End-to-End Procurement Oversight**

- Oversee strategic sourcing and purchase order lifecycle for both manufacturing and catalog components.
- Align procurement activities with production priorities and ensure material availability with minimal interruptions.
- Collaborate with the design team to guide them on optimum manufacturing processes for both regular production and R&D-oriented machines to ensure practical, cost-effective, and scalable solutions.

### **Capacity Planning and Material Flow Optimization**

- Conduct periodic capacity assessments.
- Coordinate with vendors to align supply readiness with demand fluctuations.
- Mitigate risks of delays through proactive planning and alternative sourcing strategies.
- Implement vendor-specific risk mitigation plans to safeguard continuity in supply and prevent operational bottlenecks.

### **Vendor Performance Monitoring and Reporting**

- Maintain monthly scorecards capturing vendor KPIs such as delivery adherence, rejection rates, quality audit results, and responsiveness to corrective actions.
- Use data analytics to identify trends and initiate interventions.
- Include sustainability performance metrics in evaluations to promote environmentally responsible sourcing.

### **Negotiation and Strategic Cost Management**

- Lead commercial discussions using cost benchmarks, alternate sourcing analyses, and volume leverage.
- Drive cost reduction efforts while maintaining quality and delivery standards.

### **Vendor Partnership and Retention Strategy**

- Build long-term relationships with vendors who consistently meet performance benchmarks.
- Establish preferred status for high-performing suppliers and co-develop solutions for product reliability and scalability.

### **Governance and Compliance**

- Ensure all vendors—new and existing—comply with technical specifications, audit protocols, material traceability norms, and contractual terms.

- Execute detailed onboarding processes including documentation, sample approvals, and system integration.

### **Key Competencies**

- **Knowledge of Manufacturing Processes**  
Understand how different machine parts are made—including fabrication, machining, painting, and assembly. Able to discuss and guide both vendors and the internal design team on process optimization for regular and R&D machines.
- **Vendor Scouting and Selection Skills**  
Skilled at identifying capable suppliers across diverse geographical locations. Can assess a vendor's quality infrastructure, sustainability alignment, and responsiveness to technical and commercial needs.
- **Vendor Onboarding Experience**  
Able to manage end-to-end onboarding with strong documentation, sample testing, and compliance alignment.
- **Capacity Planning and Risk Management**  
Proficient in evaluating vendor readiness across manpower, machinery, and scalability. Can implement structured risk mitigation strategies to reduce supply disruption.
- **Quality-First Orientation**  
Select vendors based on robust quality systems and certifications. Promote a culture of quality across the supply chain.
- **Strong Negotiation Ability**  
Confident and tactful in securing commercially favorable terms while maintaining professional vendor relationships.
- **Process Improvement Mindset**  
Proactively suggest improvements across production, testing, and delivery processes. Support vendors with technical enhancement programs.
- **Sustainability and Environmental Awareness**  
Encourage eco-friendly practices and assess vendor alignment with sustainable operations and energy-efficient manufacturing.
- **Data-Driven Decision Making**  
Leverage performance data to identify trends, preempt issues, and drive continuous improvement.
- **Team Collaboration**  
Coordinate effectively with internal stakeholders including planning, design, production, quality, and finance.

- **System Knowledge**

Comfortable using procurement and ERP tools (like SAP) to manage workflows, data accuracy, and performance monitoring.

**Qualifications**

- Bachelor's degree in Mechanical Engineering or Mechatronics.
- Minimum of 10–12 years of experience in vendor development, strategic sourcing, or supply chain management within the machine manufacturing sector.
- Proven track record of vendor onboarding, cost optimization, and process improvement.
- Excellent verbal and written communication skills.
- Willingness to travel to supplier facilities for audits, onboarding, and partnership management.
- Preferred Language: Kannada, Hindi, English