

ASSISTANT GENERAL MANAGER – MATERIALS

Nava Bharat Ventures Limited (NBVL), an Rs 30 billion diversified business organization with interests in Power Generation, Ferro Alloys & Mining having its manufacturing facilities and its subsidiaries in Asia and Africa, is looking for an experienced professional in the Materials function for its Works located at **Paloncha, Bhadradri Kothagudem District, Telangana**.

The Company has a track record of more than four decades of successful operations. The core values comprise conservation of energy and natural resources, environment protection, workplace excellence, maintaining high standards of operational efficiency, nurturing and retaining talent and community development around the manufacturing facilities with initiatives focusing on health, education and livelihood.

Position Description

To be responsible for ensuring timely supply of materials of requisite quality at optimum cost and ensuring of timely release of work orders.

Roles & Responsibilities

- a) Responsible for Procurement of materials required by various user departments
- b) Price review & cost control
- c) Vendor analysis and development
- d) Control of Inventory of materials (other than raw materials)
- e) Stores Management
- f) Material reconciliation
- g) Arranging inward / outward transport
- h) Calling tenders and convene scrutiny committee meetings for recommending contractors for vehicles / material handling / transport services and forwarding proposals for approval by Unit Head / Chairman, as per specified procedures
- i) Calling tenders and convene scrutiny committee meetings for recommending contractors for service contracts and forwarding proposals for approval by Unit Head / Chairman, as per specified procedures
- j) Disposal of scrap / unserviceable items (both hazardous and non-hazardous) arising from Ferro Alloy plant, Power Plant and Colony
- k) Preparing monthly inventory reports
- l) Reporting stocks
- m) Renewal of explosives license, commodity license from Civil Supplies Department and Legal Metrology

The incumbent will be reporting to the Unit Head.

Requirements

B.E/B.Tech (Mechanical) & PG Diploma in Materials Management with over 20 years of experience in Materials Management function in medium sized Companies.

APPLICATION PROCEDURE

Interested candidates with requisite qualification & experience can submit their CVs along with soft copy of their passport size photograph to careers_pal@nbv.in. While submitting the CV, the candidates have to mention the subject line as "Recruitment of AGM - Materials, Paloncha Works".