

Head- Procurement

Nava Bharat Ventures Limited (NBVL) an INR 25 billion diversified business organization with interests in power generation, Ferro alloys, mining & health care having its manufacturing facilities and its subsidiaries in Asia and Africa, is looking for an experienced professional in Leading Procurement function of both Paloncha & Odisha plants, being located in Paloncha, Telangana.

The company has 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 overall lead and responsible for the entire Procurement function of Paloncha and Odisha works. Responsible for ensuring timely supply of materials of requisite quality at optimum cost and ensuring timely release of work orders.

Roles & Responsibilities

- ◆ Heading the Procurement function of the Company as a whole
- ◆ Responsible for Procurement of materials, finalization of Contracts, AMC etc. required by various user departments.
- ◆ Price review & cost control
- ◆ Vendor Management, analysis, and alternate developments
- ◆ Control of Inventory of materials (other than raw materials)
- ◆ Overall Stores Management
- ◆ Material reconciliation
- ◆ Managing inward / outward transport contracts
- ◆ Calling tenders and convene scrutiny committee meetings for recommending contractors for service contracts/ vehicles / material handling / transport services and forwarding proposals for approval by Unit Head / Chairman, as per specified procedures.
- ◆ Disposal of scrap / unserviceable items (both hazardous and non-hazardous) arising from Ferro Alloy plant, Power Plant and Colony
- ◆ Preparing monthly inventory reports
- ◆ Reporting stocks
- ◆ Renewal of explosives license, commodity license from Civil Supplies Department and Legal Metrology

Reporting Relationship

- ◆ Reports functionally and administratively to the Central Procurement Committee

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.
- ◆ Well Versed with working in SAP and other ERP systems.

- ◆ Possess good planning and decision making skills
- ◆ Strong crisis management and problem solving skills
- ◆ Age Limit- 50-55 years.

Application Procedure

Interested candidates with requisite qualification & experience can submit their CV along with soft copy of their passport size photograph to hr@nbv.in . While submitting the CV, please mention the subject line as “Head of Procurement- Paloncha”.