

# Hello Chennai

## We are Hiring for SCM Team

### Walk-in Recruitment Drive !!

#### WH

- WH Executives

#### BOM procurement

- Jr. Executive (Purchase Admin)
- Executive (Buyer/MIS)
- Executive (MIS)
- Senior Executive (Sr.Buyer)
- Team Leader/Assistant Manager

#### MRO

- MRO Executive

#### Logistics

- Logistics Executive
- Logistics Senior Executive

#### Demand & Order Management

- OM Asst/Dy Manager
- OM Executives
- OM/Hub Executives



Date : 18<sup>th</sup> May 2024

Venue : SRM University New Seminar Hall (FARADY Hall) -  
Main Campus , Opp to Potheri Railway Station SRM Kattankulathoor - 603203



# Job description

## WH Executives

- EMS Experience , WMS and SAP experience are preferred
- Good experience in Electronics components storage and Handling
- Good coordinating with supply chain & Operations
- Must maintain accurate Inventory and records

Educational Qulaifications & Required Exp-Diploma 5 to 8 years

## Jr. Executive (Purchase Admin)

- Must have basic MS Excel knowledge
- Receive shipping documents from warehouse and maintain tracker in Excel format
- Verify shipping dicuments with Buyers before submitting to Finance

Educational Qulaifications & Required Exp-Any degree other than B.E, Exp - 0-2 Yrs

## Executive (Buyer/MIS)

- Must have good Communication Skills and knowledge in MS Excel/Powerpoint
- Responsible for end to end P2P process  
Should have handled import/domestic purchase
- Need to have good negotiataion skills and basic understanding material planning

Educational Qulaifications & Required Exp-B.E/B.TechExp - 3-5 Yrs

## Executive (MIS)

- Must have good Communication Skills and possess strong knowledge in MS Excel/Powerpoint
- Should be expert in making reports and maintian records
- Should have good experience in handling SAP (ERP Tool) Tcodes
- Must have very good analytical skills and logical thinking

Educational Qulaifications & Required Exp-B.E/B.TechExp - 5-6 Yrs



# Job description

## Senior Executive (Sr.Buyer)

- Must have strong Communication Skills and knowledge in MS Excel/Powerpoint
- Responsible for end to end P2P process
- Strong knowledge in import/domestic purchase and understanding on import clearance process
- Should be able to train and extend support Buyers on day to day operations
- Need to have good analytical skills

Educational Qulaifications & Required Exp-B.E/B.Tech Exp - 6-7 Yrs

## Team Leader/Assistant Manager

- Should have experience in team handling
- Must have very good analytical and leadership skills
- Need to monitor/report individual and team KPI
- Review and track materials for on time availability to production
- Responsible for acomplishment of P2P process by team

Educational Qulaifications & Required Exp-B.E/B.Tech/M.B.A, TL Exp - 8-10 Yrs  
AM Exp - 11-14 Yrs

## MRO Executive

- EMS Experience , SAP experience are preferred
- Good Experience is capex, Spares, consumables commodities
- To coordinate with internal & external team
- Must have experience in global procurement & Import knowledge

Educational Qulaifications & Required Exp-Bachelor's degree, BE, & 3-5 Years experience



# Job description

## Logistics Executive

- Import/Export Documentation Experience.
- Hands of Experience in Customs Clearance Air/Sea.
- Co-ordination with Customs House Agent/Forwarder for Day to Day Work.
- Must have knowledge of MOOWR records maintain.

Educational Qulaifications & Required Exp-BE/Diploma 3 to 5 years

## Logistics Senior Executive

- Import/Export Documentation Experience.
- Hands of Experience in Customs Clearance Air/Sea.
- Co-ordination with Customs House Agent/Forwarder for Day to Day Work.
- Must have knowledge of MOOWR records maintain and Regulatory requirement ,Bond Execution and monitoring.

Educational Qulaifications & Required Exp-BE/Diploma 4 to 6 years

## OM Asst/Dy Manager

- Proficient in IT technology (SAP,WMS, Order Processing Systems & EDI) with good knowledge of Microsoft Office Excel
- Good experience in Planning S&OP to manage customer Crucial plan & order Fulfilment
- Highly effective customer Handling skills to build and maintain excellent working relationships with internal and external customers
- Manage all order Process activities for global operations. Activities include, but are not limited to: Customer order management and system input and follow- up shipment scheduling and processing, and customer contact/reportings
- Work cross functionally to ensure customer satisfaction on all customer inquiries
- Contributed to the development of inventory reduction strategies Facilitated a increase in forecast accuracy by refining statistical models

Educational Qulaifications & Required Exp-BE 10 to 12 years

# Job description

## OM Executives

- EMS Experience Demand & Ordermanagement , SAP/Sales Force & EDI experience are preferred
- Good experience in Electronics field Ordermanagement & Customer fulfilment
- Ensure to accurate customer reports & follow up 100% weekly order & Schedule
- Manage and fulfill customer orders in an efficient and accurate manner timely
- NPI Process ensure to align customer demand & order fulfilment process
- Ensure to align the forecast accuracy against MPS/APR weekly achieve customer demand

Educational Qulaifications & Required Exp-BE (ECE) 5 to 8 years

## OM/Hub Executives

- EMS Experience with hub 3PL Management /SAP experience are preferred
- Good experience in Electronics components storage and Handling billing and inventory accuracy
- Good knowledge of 3PL contract negotiation & sales process to be manage
- Assure customer billing readiness and initiate billing activation post order fulfilment
- Good knowledge of Global trade operations and 3PL process handle incorporate with system process

Educational Qulaifications & Required Exp-BE (ECE) 5 to 8 years