JOB DESCRIPTION

Schneider Electric President System

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| Name of the client | Schneider Electric President Systems Ltd |
| Website | www.apwpresident.com |
| Profile Name | Application Engineer |
| Payroll | GPS |
| Qualification | Graduate or Post graduate (BE/B.com /M.com/B.Sc.) |
| Trade /Specialization/Branch | (BE/B.com /M.com/B.Sc.) |
| Male / Female candidate | Male |
| No. of mandate / requirement expected | 2 |
| Fresher / Experienced (If experienced then No. of years of exp required min-max) | 2-3 yrs. experience. |
| Workplace – detailed address | KIADB Industrial Area, Attibele, Bangalore, Karnataka 562107 |
| Hiring in Department / Function | Production |
| Key Responsibilities | About Job Role: -  We are currently seeking a self-driven GPS Associate candidate with a passion for procurement to join our team. This position will perform prepare Price updates, RFQ packages, supplier and data part number set up, Invoice dispute resolution etc, assure the procurement policies are followed and will triage the PO according to the procurement rules and thresholds. The incumbent serves as a point of contact to provide the procurement administrative support to the regions/countries. The incumbent should have strong communication and collaboration skills to work with cross-cultural teams. Act as a Functional Team Leader supporting the GPS Team Leader by training new executives, supporting a group of executives on escalations and balancing their workload when needed to ensure no business disruptions. Finally, will participate also as Key User on the GPS deployment for a specific country/region.  **Job Responsibility: -**  ·       Preparation of RFQ Packages, supplier set up, supplier information management and updates  ·       Facilitating supplier payments, purchase order approvals, spend forecasting against budgets  ·       Collaborate with Tech teams to maintain project details into tools.  ·       Assist procurement function in managing vendors to ensure service reliability and quality reports and analysis of metrics of supplier performance.  ·       Partner with internal customers to positively influence spending decisions.  ·       Help coordinate and establish required legal documentation and contracts  ·       Investigate blocked invoices and settle them. Find root cause and take corrective actions.  ·       Work jointly with AP to issue credit/debit notes when needed. Perform quality control check on all special orders to ensure quality of PR, drive spend toward strategic and preferred suppliers and engage with sourcing team as needed when quoting and sourcing needs are present.  ·       Provide input to supplier business reviews when prompted to ensure full end to end supplier performance is included in overall business review.  ·       Proactively monitor blanket PO performance for scope of work and hold stakeholders accountable to ensure decisions are made in advance to avoid blocked invoices at the end.  ·       Investigate blocked invoices for legacy POs and new eProc POs.  ·       Reach out to requestor, approver or vendor to fix a disputed invoice and follow up on agreed actions.  ·       Work jointly with AP to issue credit/debit notes when needed.  ·       Identify root cause for disputed invoices and inform Requestors / Approvers / Supplier Enablement / AP to take further actions to prevent blocked invoices.  ·       Participate on recruitment activities for new talent.  ·       Train new executives and guide them through the GPS processes and tools.  ·       Support a group of executives a first point of escalation to solve doubts or problems for invoice dispute resolution.  ·       Proactively balance workload for their scope of executives, identifying opportunities and discussing them with the GPS Team Leader for further action.  ·       Review KPIs for their scope of executives and provide performance feedback along with the GPS Team Leader  ·       Participate actively on the performance management revisions for their scope of analysts.  ·       Act as subject matter expert for the GPS process for a given country or commodity.  **Additional Requirement: -**  ·       Proficiency on excel use.  ·       Process oriented, with disciplined process management skills.  ·       Preferred experience with Procurement tools (SAP, Oracle, SRM, ARIBA).  ·       Self-initiative and aptitude for process improvement  ·       Associate's or bachelor’s degree in Supply Chain, Logistics, Business or Engineering.  ·       3-year experience on Supply Chain Management, Procurement or Customer Service.  ·       Strong training facilitation and coaching skills for the user group.  ·       Proven experience working under pressure. |
| Open to hire local candidates – (Yes/No) | Yes |
| Open to hire from other state – (Yes/No) | Yes |
| Weekly off | Weekly off |
| OJT period (Training period/Nesting period) | No |
| Stipend Cycle | Upto 4LPA |
| Working hours (shift timings) | 8:30 – 5:30pm |
| Is Food Subsidized | Yes |
| Boarding / Lodging / Meal facility (Yes/NO) if yes pls mention rate in rupees per day | Yes (Breakfast & Lunch) |
| Transportation is provided by company (Yes/NO) if yes pls mention deduction in rupees per day | No |
| Stipend cycle | Monthly |