



## **JOB DESCRIPTION**

**Role:** Manager - Aviation Procurement and Sales

**Experience:** 05yrs to 10yrs

**Location:** India - Mumbai and Delhi

**Position and remuneration:** As per Industry and experience

### **Major Areas of Responsibilities and not limited to:**

- Develop/ train and manage a team
- Generating revenues through existing and new potentials business
- Generating various MIS reports.
- Follow-up End-to End process of Procurement and Supply Chain
- Capable of getting timely ERP module updates
- Responsible for the procurement of Aircraft parts from various OEMs/ suppliers /sites.
- POL sourcing
- Source and purchase machinery, equipment, tools, raw material, packaging materials, parts, services, and/or supplies necessary for the Aviation Industry.
- Compile and analyze statistical data to help determine prospects of buying products and to help establish price objectives.
- Consult with suppliers and learn to analyze suppliers' operations and determine lowest cost consistent with quality, reliability, and ability to meet required deadlines.
- Evaluate quotations, negotiate prices, recommend suppliers, follow up orders placed, verify deliveries, approve payments, and maintain necessary documentation.
- Develop and maintain good business relations with internal and external customer base.

### **Requirement:**

- Bachelor's or Master's. **Preference to AME/ Aviation Engg segment**
- Preferred Experience in Procurement from the Aviation Industry.
- Proficient computer skills, including Microsoft Office Suite/ ERP module functions.
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Organized and able to effectively evaluate and prioritize workload
- Individual and Team performer.
- Ability to analyze problems and strategize for better solutions

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