



JOB DESCRIPTION

Role: Aviation Lubricants Specialist (POL) – Procurement & SCM

Position and remuneration: As per Industry and experience

Location: Sharjah /Delhi / Mumbai

Major Areas of Responsibilities and not limited to:

- Experienced in inventory management modules and stock levels analysis tools. Experience in Aviation Lubricants (POL) sourcing. Detailed knowledge of NSN,NIIN and MIL specification
- Knowledge of import and export rules and regulations in relevant countries. Should possess Hazmat, Shelf Life and Dangerous goods understanding.
- Understanding and awareness of key business policies, procedures and processes.
- Knowledge of procurement and Invoicing processes, PO Payment Terms.
 - Compile and analyze statistical data to help determine prospects of buying 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.
- Generating MIS reports
- Follow-up End-to End process of Procurement and SCM.

Requirement:

- Bachelor's Degree or Master's. Preference to Aviation Stream
- **Experience in Procurement of Aviation Lubricant is essential**
- 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
- Ability to analyze problems and strategize for better solutions
- Team player - ability to work well with management and staff at all levels

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