

Job Description

Supply Chain Coordinator

2+ Yrs

About General Aeronautics:

At General Aeronautics (GA) we are passionate about flying objects! GA founders are pioneering aeronautical technologists, who believe in designing and building indigenous aerial vehicles. We are unwavering in leveraging tech to address complex social needs. We are currently focused on building unique solutions for the Agriculture, Medical and Logistics sectors.

About the Role:

We are looking for a passionate and experienced individual to join us as a supply chain coordinator. Your main task for this role will be to establish and monitor the activities of incoming and outgoing goods. As a warehouse supervisor, you will be responsible for developing plans and delivery schedules to align with production demand. Besides, drive continuous improvement in GA's products and processes.

Key Purpose and Accountabilities:

Primary activities – responsible to manage all the warehouse activities to deliver uninterrupted production supply.

Major Duties:

- Conduct research to ascertain the best products and suppliers in terms of best value, and delivery schedules, .
- Liaise between suppliers, manufacturers, relevant internal departments, and customers.
- Build and maintain good relationships with new and existing suppliers.
- Make Purchase request based on requirement and agreed contracts with suppliers, and the quality of material provided.
- Check invoices against source documents , get them corrected for any errors and present to Accounts for payments and records.
- Produce reports and statistics, review performance and identify cost-saving possibilities.
- Reconcile additional costs for inbound raw material logistics.
- Process any supply/logistics provider complaints, control approved vendor list.
- Monitor and ensure compliance with regulations and international policies.
- Handle applications and prepare documents for new products.
- Prepare import documentation (AWB, BL, BOI, etc.) and contact the shipping agent for customs clearance and keep accounts copy for payment and record.
- Forecast levels of demand for services and products, keep a constant check on stock levels.
- Handle the shipment agents across the country.

Other Duties:

- Follow all relevant departmental policies, processes, and procedures so that work is carried out in a controlled and consistent manner while delivering a world-class service.
- Contribute to cost-efficient usage of all applicable resources to reduce wastage and unnecessary expense.
- Manage self and identify opportunities to take part in change initiatives, programs and projects that reflect international best practices and changes in the competitive environment.
- Adhere to all relevant HSE procedures, instructions, and controls so that GA provides a safe, world-class, secure, and environmentally responsible service to customers, the public and its own people.
- Identify opportunities to drive continuous improvement in one's scope of the area.

Experience, qualifications, skills required:

- Candidate must possess at least a bachelor's degree in related fields
- At least 1-2 years of working experience in Demand and Logistic/Supply Planning
- Good working knowledge of purchasing and inventory management
- Good working knowledge in MS Office (Word, Excel, others)
- Knowledge with ERP system
- Good time management, able to work under pressure to meet deadlines
- A good team player, hardworking and responsible person with a positive attitude
- Process excellence interpersonal, problem-solving and analytical skills
- Ability to communicate to all levels
- Ability to understand and evaluate information from a variety of sources
- Experience in a technical environment
- Required language: Able to speak and write in English. Candidates knowing Kannada and Hindi will be added advantage.

Other Requirements:

- Travel: 30% of work required travelling

Contact: jobs@generalaeronautics.com