## ROLE PROFILE

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| Role Title | Supply Chain Associate |
| Internal Reference | ODC-0301 |
| Business Unit / Group Function | ODC |
| BU Team / Sub-Function | Supply Chain |
| Location | Gurgaon |
| Team Leader Role | Supply Chain Manager |
| Role Level | 5 |
| Team Members | No |
| Role Purpose  To Support the supply chain Function to enable the execution of all sales orders with high customer service and within an efficient cost structure and to facilitate Import clearances. | |
| Accountabilities  Operation • To manage incoming import shipments including Customs and FSSAI clearances • Ensure all inbound compliances to be follow & ensure right documentation to filed in customs. Like Bill of entry check, Bonding requirements. • Effectively manage the supply process during clearance, check costs are controlled and discrepancies are recorded.  • Ensuring Zero demurrage & detention in clearance • Regular coordination with shippers & Clearing agents to ensure clean documentation available before filing. • Ensure timely annexures send to distributor for order processing. • Support for stock reconciliation process between WGSI and nominated 3PL. • Monthly reporting to finance within stipulated timeframe. • Building excellent working relationships with our logistics partners & other related stakeholder to ensure timely clearance. • Ensuring Bank Guarantees and Bond Extensions are renewed on a timely manner. • Keep track on licences (IEC, FSSAI, LMC) & keep regulatory updated for any change. • Annexure issuance to distributor for Bond-to-Bond transfer supplies.  Records/ Reporting Role needs to ensure all documents & records to be updated for Govt records & internal review & few of them as mentioned below: • Maintaining Documents in cloud like BOE, invoice & BL as record required for Govt. audit min for 7 years. • Updating timely DSR to track & review the shipment.  • Updating Monthly head wise cost & check if same as per agreement before processing for payment. • Breakage report to be updated. • Financial import provisioning. • FSSAI Annual returns.  Performance review: • Monthly KPI to be reviewed.  • Performance review with clearing partner.     Skills and Qualifications: Essential: • Experience and knowledge of Indian Customs.  • FSSAI Procedures and Policies are preferable.  • Demonstrable commitment to quality and experience in a customer service environment Desirable: • Logistic/Supply Chain qualification preferable. • Knowledge of custom bonding processes in preferable. • Motivated team member able to generate new Ideas & tend to simplify the processes.  • Tenacious in approach to ensure effective collection of data. | |