

Job Title: Assistant Manager– Purchase

Location: Mumbai.

About Us:

Dai-ichi is a leader in the specialty chemicals industry, dedicated to innovation and excellence in chemical manufacturing. We are looking for a highly skilled Assistant Manager Purchase to oversee our Purchase operations, ensuring efficiency, cost-effectiveness, and compliance with international standards.

Job Summary

The Assistant Manager – Purchase will oversee the end-to-end Purchase function for raw materials, packaging, consumables, and services. This includes vendor negotiations, sourcing, import logistics, supplier development, and ensuring timely, cost-effective Purchase aligned with production and quality requirements. The role also demands strong capabilities in SAP, documentation control, cost optimization and new vendor development

Key Responsibilities

Purchase Process

- Manage end-to-end purchase of chemical raw materials, packaging materials, consumables, and services.
- Prepare Quotation Comparison Sheets (QCS) and process Purchase Orders (POs) in SAP.
- Follow up with suppliers to ensure on-time delivery aligned with production schedules.
- Lead negotiations on pricing, delivery timelines, and payment terms to achieve optimal commercial outcomes.
- Coordinate with Production, Stores, and QC for material planning and purchase alignment.

Vendor Management and New Vendor Development

- Monitor vendor performance based on quality, pricing, delivery reliability, and after-sales service.
- Identify, evaluate, and onboard alternative suppliers to mitigate single-sourcing risks.
- Build strong long-term relationships with key suppliers and drive continuous improvement initiatives.
- Support R&D in new product development by sourcing and qualifying new raw material suppliers.

Inventory Control and Cost Efficiency

- Monitor inventory levels using MRP and plan purchases to avoid stock-outs or excess inventory.
- Drive cost efficiency while maintaining quality and delivery standards.

Documentation and Compliance

- Ensure timely creation, verification, and approval of POs in SAP.
- Maintain accurate purchase documentation in line with Purchase SOPs.
- Coordinate with Finance for timely supplier payment processing.
- Maintain complete vendor documentation (GST, bank details, MSME status, contact information).
- Ensure documentation accuracy for internal, statutory, and external audits.
- Generate key reports including cost savings, supplier performance, and PO aging.
- Support internal and statutory audits with timely information and documentation.

Qualifications

- Bachelor's degree in Engineering (preferably Chemical) or a B.Com / B.Sc graduate.
- 5–7 years of purchase experience, preferably in the specialty or fine chemicals industry.
- Strong proficiency in SAP ERP with analytical and problem-solving skills.
- Excellent negotiation skills with a proven track record of cost reduction.

Why Join Dai-ichi?

- Opportunity to work with a global leader in specialty chemicals.
- Be a part of a pioneering company that is leading innovations in the chemical industry.
- Work in a stimulating environment that values innovation and sustainable practices.
- Competitive salary, benefits, and opportunities for professional growth.