



Job Title: Sr. Coordinator

Department: Purchase

Location: Mumbai, Head Office

About Us:

Dai-ichi is at the forefront of the specialty chemicals industry, known for our innovative approach and commitment to quality. We're dedicated to developing products that not only meet but exceed the needs of our customers while maintaining environmental stewardship.

Job Summary:

We are seeking a highly organized and detail-oriented **Sr. Coordinator – Purchase** to manage the end-to-end procurement lifecycle for chemical raw materials and packaging materials at our Mumbai Head Office. In this critical role, you will serve as the central operational bridge between suppliers, the technical sales team, plant departments, and the finance function, ensuring seamless order execution and supply chain efficiency.

Job Responsibilities:-

1. Procurement Execution & Sourcing

- **Planning & Execution:** Formulate and execute comprehensive plans for the procurement of assigned chemical raw materials and packaging materials.
- **RFQ & Negotiation:** Issue Requests for Quotations (RFQs) and finalize procurement orders post-negotiation in strict accordance with company Standard Operating Procedures (SOPs).
- **Order Management:** Prepare Quotation Comparison Sheets (QCS), place Purchase Orders (POs) within the SAP system, dispatch them to suppliers, and rigorously follow up to ensure timely delivery.
- **Receipt Verification:** Ensure all ordered materials are successfully received at the factory and that the Goods Receipt Purchase Order (GRPO) process is completed seamlessly.
- **New Development:** Partner with cross-functional internal departments to identify new development requirements and source new products/materials as per established SOPs.

2. Supply Chain Optimization & Compliance

- **Market Analysis:** Monitor chemical market trends, raw material shelf-life factors, and logistics lead times to optimize purchasing schedules and mitigate stock out risks.
- **Safety & OH&S Compliance:** Take accountability for communicating and enforcing all Environmental, Occupational Health, and Safety (OH&S) requirements directly to suppliers and vendors.
- **Vendor Evaluation:** Conduct vendor evaluations on a quarterly basis and lead new vendor identification initiatives to secure alternative, reliable supply sources.

3. Financial Coordination & Liaison

- **Financial Tracking:** Maintain rigorous records of payment due dates and Post-Dated Cheque (PDC) requirements; coordinate directly with the Finance Department to ensure timely dispatch of payments to suppliers.
- **Stakeholder Liaison:** Serve as the primary operational bridge to align processes and communications between the Corporate Office, internal plant departments, and external agencies.

Qualifications:

- **Education:** Bachelor's degree in Chemistry, Chemical Engineering, Supply Chain Management, or a related technical/industrial field.
- **Experience:** 5+ years of core procurement experience, with a heavy emphasis on chemical raw material sourcing.
- **Technical Skills:** Familiarity with hazardous chemical handling protocols, Material Safety Data Sheets (MSDS/SDS), and high proficiency in SAP ERP purchasing/inventory modules.
- **Competencies:** Exceptional negotiation skills, strong analytical capabilities, and a strict commitment to environmental safety protocols.

Why Join Dai-ichi:

- Be a part of a pioneering company that is leading innovations in the chemical industry.
- Engage with a team of professionals that values growth and sustainability.
- Enjoy a role that offers diverse opportunities to impact the company positively.
- Competitive salary and benefits package.