



**Position:** Coordinator - Procurement & Supply Chain

**Division:** Sugar Projects

**Location:** Andheri (E), Mumbai (Maharashtra)

**Experience:** 3 – 6 years of relevant experience in Procurement & Supply Chain Department

**Qualification:** Bachelor's in Commerce or Engineering

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 24 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Delhi, Ahmednagar and Chennai. Shrijee is represented overseas by local partners in many countries. Shrijee has four fully equipped manufacturing facilities located in the western and southern parts of India.

We are looking for a “Coordinator –Procurement & Supply Chain” for our Sugar projects division in Mumbai. Candidate will report to AGM – Business Co-ordination.

**Responsibilities include:**

1. Coordinating for sugar projects in procurement of bought outs including enquiry / PO release / payment coordination / dispatch follow ups.
2. Coordination for Logistic issues/ transportation
3. Billing schedule maintenance, Status / MIS generation.
4. Handling inquiries from domestic & overseas sugar factories for sugar machinery spares.
5. Estimating, costing and quote preparation.

**We are looking for candidates having:**

1. Good knowledge of process machinery/machine spares will be appreciated
2. Strong MS Excel skills & total MS Office
3. Strong negotiation & follow up skill.
4. Strong written and verbal communication skills
5. Good presentation skills, Team Spirit & Good work ethics
6. Must be fluent in English. Knowledge of Hindi or Marathi is a plus

We offer a professional work environment. Salary offered shall be in accordance with competency. Please see our website [www.shrijee.com](http://www.shrijee.com) for details about us.

If interested, please send resume and cover letter to:

**Shrijee Group**

A-504 Dynasty Business Park,

Andheri-Kurla Road,

Andheri (East), Mumbai - 400059.

Phone : + 91- 22 -40501000. E-mail: [careers@shrijee.com](mailto:careers@shrijee.com) & [sbs1@shrijee.com](mailto:sbs1@shrijee.com)

In case of e-mail applications, please put “**Coordinator –Procurement & Supply Chain**” in the subject line.