



Position: Commercial Executive – Supply Chain
Division: Sugar Projects Division
Location: Mumbai
Experience: 1-2 years in supply chain / procurement / commercial coordination
Qualification: Bachelor's degree

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 35 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Lucknow, Pune, Ahmednagar and Chennai. Shrijee has three fully equipped manufacturing facilities located in the western and southern parts of India.

We have more than 160 people in our team, including 50 Engineers and 15 MBAs. In addition to these, at any given time, we usually have 100-200 people working on our sites in India & overseas.

We are looking for a “**Commercial Executive (Supply Chain)**” for our Mumbai office. Candidate will report to the General Manager – Supply Chain.

This role manages the commercial and coordination side of material dispatch, vendor documentation, customer billing support, supplier invoice validation, payment coordination, project-wise commercial data and MIS. It begins once the material is ready at the supplier's end and continues through dispatch, commercial documentation, customer invoicing support, vendor invoice processing and payment coordination.

Responsibilities include:

- Coordinate with vendors once material is ready and issue dispatch instructions.
- Follow up with vendors on packing, documents and transport until material is dispatched.
- Track pending and completed dispatches.
- Validate supplier invoices against purchase orders, quotations, packing lists and dispatch details.
- Obtain supplier documents for commercial/export formalities and get discrepancies corrected.
- Provide commercial values and documents to Accounts/Exports for customer invoicing.
- Prepare and maintain project-wise customer price breakups.
- Maintain vendor invoice records and vendor payment lists.
- Track invoice approval and payment status; coordinate with Accounts.
- Maintain the database of all commercial transactions.
- Business data analysis and MIS generation.
- Assist the General Manager – Supply Chain in preparing business reports.
- Coordinate commercial activities for sugar projects with vendors, Accounts, Exports and project teams.

We are looking for:

1. 1-2 years of work experience in supply chain / procurement / commercial coordination, preferably in engineering goods or project-based manufacturing.



2. Experience in vendor coordination and commercial documentation, with a good understanding of purchase orders, supplier invoices, packing lists and dispatch documentation.
3. Strong Excel and MIS skills.
4. Strong coordination and follow-up skills, with attention to detail and data accuracy.
5. Strong written and verbal communication skills; ability to work with Accounts, Exports, Projects, Vendors and Supply Chain teams.
6. Strong computer skills (MS Word, MS Excel, MS PPT, ERP, Internet).
7. Knowledge of engineering/project-based procurement and of sugar processing machinery/project business will be an advantage.
8. Team spirit, good work ethic and high integrity (we do a thorough background check).

Key skills:

Commercial Supply Chain Management | Vendor Coordination | Dispatch Coordination | Invoice Validation | Commercial Documentation | Customer Billing Coordination | Vendor Payment Coordination | Project-wise Price Breakup | MIS & Business Data Analysis | Advanced MS Excel | MS Word & PowerPoint | ERP | Follow-up & Coordination | Attention to Detail | Data Accuracy & Documentation Control

Key performance indicators:

- Timely dispatch coordination
- Accuracy of supplier invoice validation
- Timely submission of complete commercial documents
- Timely customer invoicing support
- Accuracy and timely maintenance of customer price breakups
- Vendor invoice processing turnaround time
- Accuracy of vendor payment lists
- Timeliness and accuracy of MIS
- Accuracy of the commercial transaction database
- Reduction in pending documentation and invoice discrepancies

The salary offered will be competitive. We offer a professional work environment. Please see our website for details about us: www.shrijee.com. If interested, please send resume and cover letter to:

Shrijee Group

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In case of e-mail applications, please put “**Commercial Supply Chain Executive**” in the subject line.