

Manager / Officer Procurement

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Company: SMJ International Industries

Location: Islamabad

Category: other-general

Job DescriptionAs the Manager Procurement (Import/Export) in our batteries manufacturing factory in Pakistan, you will be responsible for overseeing all import and export operations related to sourcing raw materials, components, equipment, and services required for the manufacturing process. You will develop and implement import/export strategies to ensure compliance with regulatory requirements, optimize logistics, and minimize costs.

****Key Responsibilities:****

1. ****Import/Export Planning and Strategy:****

- Develop import/export strategies aligned with the company's goals and objectives.
- Conduct market research and analysis to identify potential suppliers and export markets.
- Develop relationships with international suppliers and distributors to facilitate import/export activities.

2. ****Documentation and Compliance:****

- Ensure compliance with import/export regulations, including customs requirements, tariffs, and trade agreements.
- Prepare and review import/export documentation, including invoices, packing lists, shipping documents, and certificates of origin.
- Coordinate with customs brokers, freight forwarders, and shipping agents to facilitate smooth clearance and delivery of goods.

3. ****Supplier and Vendor Management:****

- Identify and evaluate international suppliers, negotiate contracts, and establish partnerships.
- Monitor supplier performance, resolve issues, and ensure timely delivery of imported goods.

- Manage relationships with freight forwarders, shipping lines, and other service providers to optimize logistics and minimize costs.

4. **Cost Management and Budgeting:**

- Analyze import/export costs, including freight, duties, taxes, and insurance, to identify cost-saving opportunities.

- Develop and manage import/export budgets to ensure cost-effective procurement and logistics operations.

5. **Inventory Management and Stock Control:**

- Coordinate with production and inventory teams to forecast demand and ensure timely availability of imported raw materials and components.

- Implement inventory control measures to optimize stock levels and minimize excess inventory and stockouts.

6. **Quality Assurance and Compliance:**

- Ensure imported raw materials and components meet quality standards and specifications.

- Conduct supplier audits and inspections to ensure compliance with quality and regulatory requirements.

7. **Risk Management:**

- Identify and mitigate risks associated with import/export operations, such as currency fluctuations, geopolitical risks, and supply chain disruptions.

- Develop contingency plans to address potential issues and minimize operational disruptions.

8. **Team Leadership and Development:**

- Lead and develop the import/export team, providing guidance, training, and performance feedback.

- Foster a collaborative and results-oriented work environment to achieve departmental goals.

Job Specification**Qualifications and Experience:**

- Bachelor's degree in supply chain management, international business, or a related field. Master's degree preferred.

- Minimum of (5) years of experience in import/export operations, preferably in the manufacturing industry.

- Strong understanding of import/export regulations, customs procedures, and international trade practices.

- Experience in managing import/export documentation and compliance requirements.

- Knowledge of logistics, freight forwarding, and shipping processes.
- Excellent negotiation and communication skills.
- Proficiency in import/export software and ERP systems.
- Strong analytical and problem-solving abilities.
- Leadership skills and ability to lead a multicultural team.

Job Rewards and Benefits Gratuity, Incentive Bonus, Leaves, Provident Fund

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