

**The ideal candidate should have:**

- Bachelor's in science degree (14 years of education)
- 3-5 years of experience in Supply Chain Management department and hands-on experience in SAP.

**Role and responsibilities:**

**1. SAP Expertise:**

- Utilize SAP for various supply chain functions, ensuring data accuracy and system efficiency.

**2. Vendor and Warehouse Coordination:**

- Act as a point of contact for technical clarifications from vendors and warehouse personnel.
- Foster effective communication and collaboration with external partners.

**3. Procurement:**

- Prepare RFQ's, CST's, and PO's using SAP.
- Ensure accurate and timely documentation for procurement activities.

**4. Follow-up and Expedite:**

- Monitor and expedite open supply chain cases to meet operational deadlines.
- Ensure timely resolution of any issues that may arise during the process.

**5. Vendor Management:**

- Manage vendor relationships, including communication, performance evaluation, and issue resolution.
- Collaborate with vendors to identify opportunities for discounts and cost savings.

**6. Discounts/Savings Management:**

- Identify, track, and report on potential cost-saving opportunities within the supply chain.

**7. Order Acknowledgements:**

- Follow up on order acknowledgments and related documents with vendors to ensure accurate order fulfillment.

**8. Coordination with Finance:**

- Collaborate with the finance department to facilitate timely payments to vendors.
- Ensure compliance with financial processes and procedures.

**9. Shipping Details:**

- Ensure shipping details are received from vendors in a timely manner to facilitate smooth logistics operations.

**10. Logistics Coordination:**

- Coordinate with the logistics department to ensure seamless movement of goods within the supply chain.

**11. MER (Material Expediting Report) Cases:**

- Proactively address and resolve MER cases to prevent delays and disruptions in the supply chain.

**12. Legal Documents Processing:**

- Handle legal documents such as End User Certificates and other relevant paperwork as required.

**13. Workflow Management:**

- Manage and oversee workflow processes within SAP, optimizing efficiency.



- Generate necessary reports within SAP to provide insights into supply chain performance.

15. File Handling and Record Keeping:

- Maintain organized records and files related to supply chain activities for reference and audit purposes.

**Essential Skills:**

- Strong proficiency in SAP.
- Good communication and interpersonal skills.
- Proven ability to manage and prioritize multiple tasks effectively.
- Detail-oriented with a focus on accuracy and data integrity.



**Last Date to Apply**

Monday October 23rd, 2023



**Location**

Islamabad - Head Office



**Department**

Supply Chain Management

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