

Grainger Global Sourcing

Campus Recruitment Drive 2015 Batch

Website	: www.grainger.com
Designation	: Operations Expeditor
Package	: 3 LAC – 4.5 LAC
Eligibility	: BTECH (Any Stream) No percentage criteria

MAJOR PURPOSE

To provide support to the Operations Manager, Inventory Managers, Product Support (Tech), Supplier Contacts, and general Grainger Global Sourcing staff. Manage daily Inventory Replenishment tasks and communicate with suppliers and internal contacts to establish and maintain purchase orders with the supplier base. Specific duties include: assisting with updating purchase order data and tracking, purchase order maintenance; support staff on specific projects as needed. Other projects may be assigned.

MAJOR RESPONSIBILITIES

- Evaluate & communicate order status to suppliers.
- Communicate recommended order changes (i.e. dates, quantities, locations, etc.)
- Manage supplier responses
- Adjust open or closed order files accordingly for use by the planning system and Accounts Payable.
- Maintain contact with Inventory Managers, Operations Assistants, and suppliers
- Assist in Inventory Replenishment and Inventory Planning by creating supplier forecasts.
- Assist Inventory Replenishment by initiating and maintaining updates and corrections to the key data elements that drive the replenishment system.
- Responsible for Inventory replenishment for spare parts inventory.
- Keep management informed of any scheduling or shipping issues.
- Communicate with freight forwarder on logistics issues and delays around shipments and bookings.
- Demonstrate best practices by developing and managing working relationships with company personnel and supplier contacts to ensure an effective flow of product within the supply chain.
- Identify improvement opportunities in Grainger processes and communicate to appropriate personnel to improve performance quality.
- Provide feedback and guidance as needed to ensure supplier conformance to Grainger performance guidelines and report significant performance issues to the Inventor Managers, Merchandising, or Management.

How to apply?

Interested students needs to send their resumes on the mentioned email ID tkaur2@amity.edu before 5:00 PM tomorrow 24th Feb 2015

My Best Wishes

Dr. Ajay S Rana

Director - ATPC