

Purchasing

Experienced

Assistant Manager

Noida, India

SMR is a global company with a high level of innovation. Our goal is to actively help forming the future of the automotive industry – with innovative technologies that make driving more comfortable and safer. The company develops, produces and distributes exterior mirrors, interior mirrors, blind spot detection systems and a wide range of other automotive components. The Procurement Executive is responsible for executing and coordinating procurement-related activities to ensure timely and accurate processing of Requests for Quotation (RFQs), supplier communication, and documentation. This role plays a key part in supporting project execution and supplier evaluation while ensuring adherence to internal processes.

What you'll do

- Maintain and update the RFQ Tracker regularly with the latest information.
 - Save and organize supplier offers in designated project folders for easy reference and audit.
 - Validate supplier quotations to ensure completeness, accuracy, and alignment with RFQ requirements.
 - Prepare and send RFQs to suppliers, ensuring correct specifications and timely delivery.
 - Share Yes BOMs with selected or nominated suppliers for further quotation and procurement processing.
 - Send regret emails to disqualified or non-selected suppliers, maintaining professional communication standards.
 - Handle purchase orders, track deliveries, and ensure timely receipt of goods and services.
 - Monitor inventory levels and coordinate with suppliers to replenish stock as needed.
 - Conduct cost analysis to identify opportunities for cost savings and efficiency improvements.
 - Periodic / As Required Tasks:
 - Conduct analysis of Warehouse (WH) BOMs to support procurement planning and supplier sourcing.
 - Assist in compiling and generating monthly purchasing reports, summarizing RFQ activity, cost trends, and supplier performance..

What we are looking for

- Bachelor's degree in Engineering, Supply Chain Management, or a related field.
- 3-5 years of experience in a procurement or administrative role is preferred.

What we offer

- A competitive salary and range of benefits.
- Be part of worldwide team with very big challenges ahead, which bring huge development opportunities for people with big career goals.
- If you enjoy working in a fast-paced environment then look no further.
- We are an equal opportunity employer where inclusion matters; this is evidenced by us being a Disability confident Committed Employer.



Apply here

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