

Other Disciplines

Experienced

Senior Executive

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. With a broad portfolio of manufacturing capabilities, SMR produces a large variety of high-quality products majorly for the automotive industry.

The Procurement Executive is responsible for coordinating procurement related activities with a focus on supplier communication, documentation, and compliance. This role ensures accurate management of IMDS and CMRT submissions to support project execution, supplier evaluation, and adherence to regulatory and internal standards.

What you'll do

- -Manage IMDS data entry, validation, and submission for all new and existing products.
- Analyzing BOM and Creation of Material Datasheets based on Bill of Material for Automotive Component Parts (in compliance with ELV Directive).
- Follow up with Supplier to make them to submit the IMDS as per IMDS rules and regulation.
- Ensure adherence to global environmental regulations (e.g., REACH, ELV Directive, RoHS) as per IMDS recommendation.
- Collect CMRT data from suppliers, perform 3TG (tin, tantalum, tungsten, gold) risk assessments, and compile smelter reports for SEC filings.
- Review and approve supplier CMRT submissions, escalating non-conformances.
- Generate IMDS/CMRT reports and support client audits with documentation.
- Train suppliers on IMDS entry and CMRT completion best practices.

What we are looking for

- -Bachelor's degree in Engineering, Materials Science, Chemistry, or related field.
- 2+ years of experience with IMDS and CMRT in automotive/supply chain
- Proficiency in MS Excel, Word, IMDS Plus, and I-point systems (if applicable).

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.



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