

JOB DESCRIPTION			
Job Title:	Procurement C Logistics Coordinator	Department:	Global Sourcing
Exempt/Non-exempt:	Not Applicable	Full, Part Time or Seasonal:	Full-Time
Location:	Pune, Maharashtra	Travel Required:	No (Occasional / Short Duration)
Education Anticipated:	• Bachelor’s degree in Mechanical, Electrical, Electronics C Telecommunication, Industrial, or Production Engineering (for manufacturing procurement roles) • Minimum of 2-3 years of experience in procurement C logistics coordination with independent supplier management responsibilities. Experience in manufacturing of industrial or engineering procurement and its logistics is highly desirable.		
Special Skills:	• Working knowledge of key commodity categories: Castings, Machining, Fabrication, Wire Harnesses C Cable Assembly, and PCBA. • Strong proficiency in Microsoft Excel (VLOOKUP, Pivot Tables, data analysis), Word, Power Point C Outlook (email management) • Strong English reading, writing, and speaking skills – able to communicate effectively with international stakeholders. • Ability to read BOMs (Bill of Materials), engineering drawings, and technical specifications. • Familiarity with supplier development, cost analysis, and inventory planning. • Understanding of basic import/export procedures and international sourcing.		
JOB SUMMARY C OVERVIEW:			
We are seeking a highly organized and proactive Procurement Coordinator to support procurement and sourcing activities. The ideal candidate will be responsible for supplier sourcing, quotation management, purchase order processing, vendor follow-up, inventory coordination, international logistics coordination, customs clearance support, freight management, and shipment visibility activities. This role requires strong communication and coordination skills to ensure uninterrupted material availability and on schedule logistics operations. The position is based in Pune under Sciometric Technologies India Pvt Ltd. – A TASI Group Company. This role supports multiple TASI Group companies globally, including Cincinnati Test Systems (CTS). The Procurement Coordinator will collaborate closely with the India sourcing team and global sourcing and engineering leaders. The position will report to Global Sourcing Manager in Pune but will closely work with the Global Supply Chain Director based in US and his team.			
ESSENTIAL FUNCTIONS OF POSITION:			

- Coordinate with suppliers to ensure timely completion of Purchase Orders (POs).
- Follow up on manufacturing progress, resolve supplier-related issues, and expedite deliveries when required.
- Source and identify qualified suppliers for various commodities, components, materials, and services.
- Develop and maintain strong supplier relationships to ensure quality, cost, and delivery performance.
- Generate Requests for Quotations (RFQs) and obtain competitive quotations from suppliers.
- Prepare detailed cost comparison analyses and recommend sourcing decisions based on commercial and technical evaluations.
- Maintain procurement records, supplier databases, contracts, and purchasing documentation.
- Prepare reports and dashboards for internal procurement reviews and management reporting.
- Monitor material availability and work closely with production teams to prevent shortages.
- Support inventory planning and replenishment activities to maintain optimal stock levels.
- Coordinate with internal accounts teams to ensure timely processing of PO's, invoices and payments.
- Coordinate domestic and international shipments to ensure timely material deliveries.
- Organize and provide weekly shipment status updates to internal stakeholders and global teams.
- Work closely with freight forwarders, logistics providers, customs agents, and suppliers.
- Facilitate and coordinate required documentation for customs clearance and import/export compliance.
- Troubleshoot shipment delays and work with freight forwarders, customs brokers, suppliers, and carriers to resolve issues.
- Evaluate ocean freight rate opportunities, consolidation strategies, and logistics cost-saving initiatives where practical.

DESIRED COMPETENCIES:

- Strong negotiation and supplier management skills.
- Effective communication and collaboration skills across cultural and geographical boundaries
- Strong organizational, planning, and follow-up skills.
- Ability to manage multiple suppliers and projects simultaneously.
- Analytical mindset with strong problem-solving capabilities.
- Proficiency in Microsoft Excel, Word, and ERP systems.
- Knowledge of procurement processes, supply chain management, and inventory control.
- Understanding of ocean, air, parcel, and LTL transportation modes and related cost drivers.
- High attention to detail and documentation accuracy.
- Ability to work independently and within cross-functional teams.
- Willingness to adapt in a dynamic, fast-paced environment
- Demonstrated ability to interpret technical drawings and specifications
- Experience managing shipment visibility, freight issues, and customs-related documentation.

PHYSICAL REQUIREMENTS:

- Ability to travel domestically to suppliers and manufacturing sites if required. (Rare case)
- Ability to communicate effectively in office, manufacturing, and warehouse environments.
- Strong verbal and written communication for documentation and reporting.
- Ability to coordinate global logistics activities across multiple countries and suppliers.
- Ability to identify freight optimization and consolidation opportunities.