

Raw Material Management Division

Job Title	Head, Raw Material Management Division
Position Level	Division Head
Reports to	GM, Commercial & Supply Chain
Function	Ensuring timely availability of all raw materials at the yards for production as per the production requirements and schedule.

Accountabilities/Responsibilities
Financial

1. Finalize the budget for the Raw Material in alignment with the budget for the plant and ensure adherence to the same;
2. Manage and closely track the overall raw material cost for DCCL;
3. Undertake budget review for the Raw Material Management Division, analyse deviations (actual vs. budgeted) and take corrective measures;

Operation

1. Manage raw material inventory to maximize production and optimize resources;
2. Ensure proper space utilization for stacking of raw materials;

Customer

1. Understand the production plan and ensure timely availability of all raw materials (Iron-Ore, Sweetener, Gypsum, fly-ash, Slag, Coal, etc.) at the yards for production as per the required volumes and quality parameters;
2. Ensure timely and accurate resolutions to Production and Process' issues related to availability and quality parameters of the Raw Materials at respective yards;
3. Ensure timely and accurate resolutions to issues related to on availability, quality and timeliness parameters of Raw Materials and other aspects received through the Quality and Production Division.



People

1. Ensure timely goal setting, monitoring, review of performance parameters and provide guidance, counseling and feedback to team members on their performance to ensure a motivated and committed team;
2. Ensure capability development of self and team members by overseeing implementation of appropriate training and development programs within the Raw Material Management team;
3. Provide support in implementing other HR related initiatives;
4. Any other assignment from time to time as delegated by the management.

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Functional Dimensions and Contextual Information	
Internal/ External Roles	Internally • The Head requires positive and professional working relationships with Staff. • To monitor the performance of all the staff under the Division and ensure to build the required competence in the core functional areas Externally • The Head will ensure good relations with other Department, Divisions, Sections, Units and vendors and suppliers with an interest in building necessary competencies and know-how sharing
Qualification, Knowledge, Skills and Experience	Qualification: • Minimum bachelor's degree from a recognized College/University obtained on a full-time mode. Experience: • Should have completed at least 7 years (excluding study period) in the fields of cement manufacturing in medium to large organizations. Knowledge and Skills: • Good analytical and numeracy skills • Good communication • Good business acumen High Integrity/ethics, and the ability to meet the deadlines
Employment Type	Regular



Suggestive Key Performance Measures

- i. Succession Planning
- ii. Knowledge Sharing
- iii. Raw material availability
- iv. Raw Material Inventory Management
- v. Timely release of GRVs
- vi. Deviations from plan and actual data