

**Job Description : Coal Procurement
Agarwal Coal Corporation Pvt. Ltd.**

Work Station: Corporate Office

Location: Indore (Head Office)

Department: Procurement / Commercial

Position Title: Assistant Manager / Manager

Key Responsibilities

1. Procurement Operations

- FOB/CIF/CNF Purchase Contract Finalization.
- Creation of contract in SAP Software simultaneous updating.
- Laycan creation & updating in SAP Software & company internal software.
- Release of contract in SAP.
- Arranging / coordinating for new supplier KYC.

2. Trade Finance Operations:

- Letter of Credit (LC Planning, Insurance request to shipping dept., D & B report arrangement for new or existing supplier, Draft LC preparations and approval from Seller, signed LC application photocopy/ scanning of documents for Bank submission and follow-up for timely issuance, Reply on bank queries and submission of relevant documents, Draft bank LC approval, LC Issuance and LC Amendment)
- SAP Entries of LC Transaction.

3. MIS

- ZMIS reports (Cost Difference report)
- Purchase summary of new trade/ deals.
- MIS of pending contract in SAP system.

Experience Required :- 3 to 8 Years.

