

# Executive Global Procurement Shared Services

Junior role – 2 vacancies – 1–4 years of experience

Zollner Services India Pvt Ltd is hiring in Pune to support its Global Procurement operations. This role supports Zollner's global Procurement team through structured execution of shared service activities.

The focus is on SAP data management, RFQ support, supplier documentation and operational follow-ups, ensuring speed and accuracy.

## Key Responsibilities



### Procurement & SAP Support

- Maintain and update material and supplier master data in SAP
- Perform data uploads, validations and corrections
- Support data cleanup and standardization activities



### RFQ & Pricing Support

- Convert RFQs and quotations from PDF/email into structured demand files
- Validate pricing, lead time, MOQ and supplier information
- Track missing quotations and follow up with internal teams



### Supplier & Documentation Support

- Support supplier onboarding and registration processes
- Maintain supplier documentation, certifications and compliance records
- Assist with preparation and follow-up of supplier-related activities (audits, reviews, visits – coordination only)

### Reporting & Coordination

- Prepare trackers, reports and basic presentations (Excel/PowerPoint)
- Coordinate with Global Procurement, Engineering, Logistics and Quality teams
- Support escalations by providing accurate data and documentation

## Requirements



- Bachelor's degree in engineering (EEE/ECE/Mechanical/E&TC/E&I) preferred but not mandatory
- 1–4 years of experience in:
  - Procurement and backend operations
  - EMS/manufacturing support roles
- Exposure to SAP or ERP systems (preferred)
- Strong Excel skills
- High attention to detail and willingness to learn
- Comfortable working with global teams
- Strong analytical mindset with high attention to detail
- Excellent written and verbal English communication skills
- Basic understanding of German language is preferred but not mandatory

Do you feel addressed? A responsible position awaits you in a dynamic company with an appreciative corporate culture. Please send us your application documents by email to [mandar.mahajan@zollner.de](mailto:mandar.mahajan@zollner.de). We thank you for your interest and look forward to receiving your application!