

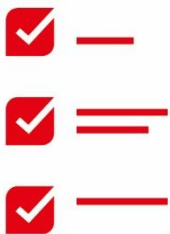
# Manager Global Procurement Shared Services

Senior role – 1 vacancy – 8+ 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



- Own and manage SAP procurement-related master data (material, supplier, pricing)
- Lead RFQ and pricing support activities, including:
  - RFQ and quotation handling
  - PDF/email data conversion into structured formats
  - Validation of price, lead time, MOQ and supplier data
- Ensure high data accuracy, compliance and audit readiness
- Track RFQs, missing quotes and clarifications with global teams
- Prepare reports, dashboards and presentations (Excel/PowerPoint)
- Define SOPs, checklists and execution standards for the India team
- Guide, review and mentor junior team members

## Supplier & Process Support

- Support supplier onboarding, documentation and compliance activities
- Coordinate supplier-related activities such as audits, reviews and follow-ups (preparation and coordination only)
- Support contract documentation and internal approvals
- Participate in escalations by providing data-driven inputs

## Requirements



- Bachelor's degree in engineering (EEE/ECE/Mechanical/E&TC/E&I) preferred but not mandatory
- Good work experience in Electronics supply chain/EMS industry with sound knowledge of operational tools and systems
- Strong hands-on exposure to SAP (MM preferred)
- Solid understanding of RFQ, pricing, supplier management and procurement workflows
- Strong Excel skills, good PowerPoint proficiency
- Experience coordinating with global stakeholders
- Ability to lead small teams and scale operations

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!