



MALABAR CEMENTS LIMITED

(A Government of Kerala Undertaking)

07 April 2021

NOTIFICATION

Malabar Cements Limited (MCL) a Government of Kerala Undertaking, invites application from qualified and experienced candidates for appointment for the following posts. Interested candidates may download the application from our website and the duly filled in applications should reach the Managing Director on or before 06th May 2021:

Designation	Qualification and Experience	Scale of Pay	Total Emoluments (In Rs)	Max. Age Limit as on 01.01.2021
* Asst.Manager (Materials), Gr.M5	i) Degree in Electrical or Mechanical Engineering and MBA or Diploma in Materials Management awarded by Institution/ University. ii) Minimum 5 years experience in Materials Management in the Purchase Department in a Cement Company.	55350-1350-59400-1500-65400-1650-72000-1800-81000-2000-97000-2200-101400	83,276/-	41
Chemist, Gr.M7	i) Graduate/ Post Graduate Degree in Chemistry ii) Minimum 5 years experience in Chemical and Physical Analysis of Materials such as Limestone, Bauxite etc. in a reputed organization or Laboratory preferably Cement Industry	40500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-85000	63,080/-	41
Asst.Foreman Mechanical, Gr.VI	i) Diploma in Mechanical Engineering ii) Minimum 3 years experience in maintenance of Crusher, Raw Mill, Kiln/ Cooler in Cement Plant.	6515-158-9675	36,655/-	39

** General Manager (Works)- On Contract	i) Degree in Mechanical/ Electrical/ Chemical Engineering. Additional Degree/ Diploma in Management will be preferred ii) Minimum 18 years experience in different levels of management out of which 5 years in a similar senior managerial position in cement industry	Consolidated Pay	Rs.1,25,000/- per month with an annual increment of Rs.5,000/-	55
# Marketing Executives On Contract	i) MBA Graduates with specialization in Marketing/ Engineering Graduates, preferably Civil Engineering ii) Candidates having Vehicle are preferred (2 wheeler/ 4 wheeler)	Consolidated Pay	10,000/-	30

Apart from the above the post carries Employees Provident Fund Contribution, Subsidized Food, Accommodation and Conveyance facility.

- * *For the post of Asst.Manager(Materials) the candidates having experience as per Job Description in Annexure-I as given below have given added advantage.*
- ** *The engagement of General Manager (Works) on Contract shall be for a period of One year and the same can be extended based on the performance and on mutual consent.*
- # *The engagement of Marketing Executives on Contract shall be for a period of 6 months, this can be extended based on the performance of the selected candidates. Apart from the consolidated pay Marketing Executives are eligible for Incentive & Petrol Expenses.*

Sd/-
MANAGING DIRECTOR

NOTE TO APPLICANTS:

01. Candidates should submit their duly filled in applications downloaded from the website of Malabar Cements Limited to the Managing Director, Malabar Cements Limited, Walayar Post, Palakkad, Kerala-678624 on or before 06th May 2021.
02. The Qualifications should be from recognized University/ Institutions/ Board. The candidates who claim equivalent qualification instead of qualification mentioned in the notification shall submit the relevant Government Order/ University letter to prove the equivalency at the time of submission of application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
03. Candidates should forward the self attested copies of all credentials to prove their Age, Educational Qualification and Experience. Failure of submitting the same will led to rejection of applications.
04. Admittance to all stages of recruitment will be provisional only. Any discrepancy found during the detailed scrutiny of the applications/ credentials at any stage will result in the rejection of candidature.
05. Candidates are advised to note that only post qualification work experience of the candidates from reputed/ established organizations until 31.03.2021 only will be considered.
06. Candidates should clearly mention the details while filling the application. Incomplete applications will be summarily rejected.
07. Candidates should provide a valid **e-mail ID and mobile number** as all correspondence pertaining to the recruitment will be communicated on email address and mobile number provided at the time of filling application.
08. Malabar Cements Limited reserves the right to reject the candidature/ cancel the appointment at any stage without assigning any reason.

ANNEXURE-I

*** ASSISTANT MANAGER (MATERIALS)- JOB DESCRIPTION:**

ROLES AND RESPONSIBILITIES:

Procurement of Maintenance spares/ lubricants etc. Follow up with suppliers on day to day basis for timely delivery of materials. Day to Day co-ordination with other department, Stores and Finance. Preparation of quotation, comparison sheet and purchase order, Working on SAP etc.

SUPPLY CHAIN MANAGEMENT:

- P2P i.e.procurement to pay activities which include identification and selection of vendor, sourcing of spares, indenting & order generation, order tracking and payment to the supplier.
- Managing supply and demand by using techniques like forecasting and other inventory models.
- Competitive advantage, thereby enabling overall cost reduction and value addition.
- Customer (Internal & External) relationship and service management.
- Coordinating and updating different functional teams for value addition in the services.

VENDOR MANAGEMENT:

- Execution of Vendors' selection process
- Establishing proper communication channels and information flow between internal and external customers
- Maintaining long term relationship with existing and potential vendors.
- Performing vendors stratification- classification and consolidation.
- Renegotiating existing price contracts, selection through comparative statements.
- Performing cost and performance benchmarking.

LOGISTICS MANAGEMENT:

- Cost reduction and service improvement.

- Inventory strategy, Location strategy, Transport strategy and Vehicle routing.
- Inbound logistics.
- Transportation allocation of vehicles for lifting and inbound movement of Raw Materials.
- Procurement logistics, Distribution logistics, Disposal logistics and Reverse logistics.

TEAM MANAGEMENT:

- Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members.
- Leading, mentoring and monitoring the performance of the team to ensure efficiency in process operations and meeting of individual and group targets.
- Coordinating the team of end-user, Store-cum-inventory, Purchase, Supplier and Logistics through routing proper information within the network within the stipulated time.

Responsible for creation of new vendor in Vendor Master in SAP system, Create material in Material Master, ABC Analysis, EOQ System and day to day resolve SAP related issue.

- Creation PR (Service/ Material) and verify the material in stock, sending an inquiry for related vendors, Prepare Comparatives Statement chart for each and every material, Source select and negotiate for the best purchase package in terms of quality, Payment terms, deliveries and services with suppliers.
- Purchase and Issue Orders by specifications, Coordinate with suppliers to ensure on-time delivery. In case of any rejection materials from stores interaction with the quality control department, get the report and send it back to the vendors.
- Cost saving initiatives through alternate sourcing, Timely clearance of payments and handling vendor inquiries, Create Contract for AMC and ARC for vendor against work, Maintain service Entry.

Responsible for handle purchase MIS work, analyze the monthly report of pending PRs, placed PO list, Monthly Inventory report for the material.
