JOB DESCRIPTION
Schneider Electric President System

Name of the client	Schneider Electric Pvt Ltd
Website	https://www.se.com/in/en/
Profile Name	Procurement Operation Analyst
Payroll	Vision India Pvt Ltd
Qualification	Graduation
Trade /Specialization/Branch	Any
Male / Female candidate	Both
No. of mandate / requirement expected	1
Fresher / Experienced (If experienced then No. of years of exp required min-max)	1-3 yrs. experience.
Workplace – detailed address	Marathalli, Bangalore
Hiring in Department / Function	Purchase
Key Responsibilities	**About Schneider: -** Schneider Electric SE is a French multinational company providing energy and automation digital solutions for efficiency and sustainability. It addresses homes, buildings, data centers, infrastructure and industries, by combining energy technologies, real-time automation, software and services. **About Role : -** We are currently seeking a self-driven **Procurement Operations Analyst** candidate with a passion for procurement to join our team. This position will perform sanity checks on **ORACLE** requests, will assure the procurement policies are followed and will triage the PO according to the procurement rules and thresholds. It will also investigate blocked invoices for ORACLE POs and eventually the new Coupa POs to release them for payment or settle them. Will work jointly with the requestor, Accounts Payable and FiSS to issue credit or debit memos when needed. The position will also serve as a point of contact for a given category to provide suggestions on catalog creation and will participate as Key User on the Coupa deployment in the country. **Job Responsibility: -** • Facilitate eProc Systems and Tools for Purchase Order Management. • Adhere to, educate and enforce eProc tool usage guidelines, and all corporate Purchasing policies with User groups. • Perform sanity check (commodity, price & buyer) on requisitions and amend if necessary. • Request clarification to the requestor. • Propose catalog creation when opportunities arise. • Investigate blocked invoices and settle them. Find root cause and take corrective actions. • Work jointly with AP to issue credit/debit notes when needed. • Support the P2P transformation as needed as Key User by testing and training. • Fluency on English (verbal and written).

	• Proficiency on excel use. • Process oriented, with disciplined process management skills. • Preferred experience with Procurement tools (SAP, ORACLE). • Self-initiative and aptitude for process improvement.
Open to hire local candidates – (Yes/No)	Yes
Open to hire from other state – (Yes/No)	No
Weekly off	Weekly off
OJT period (Training period/Nesting period)	No
Stipend Cycle	As per Industry
Working hours (shift timings)	8:30 – 5:30pm
Is Food Subsidized	Yes
Boarding / Lodging / Meal facility (Yes/NO) if yes pls mention rate in rupees per day	Yes (Breakfast & Lunch)
Transportation is provided by company (Yes/NO) if yes pls mention deduction in rupees per day	Yes
Stipend cycle	Monthly