Job Description: Spare Parts Manager
Company: Jinkushal Industries Limited
Interview Location: Raipur Office
Job Location :- Donde, Raipur

Role Overview:
We are looking for a Construction Equipment Parts Manager to join our team. The ideal candidate will have strong experience in Construction Equipment Spare Parts, vendor management, and maintaining a good working relationship with both internal and external stakeholders. The primary responsibility of this role is to ensure timely follow-up with vendors for the spare parts dispatch of our used construction machines repair business and efficiently manage parts requirements and orders.

Key Responsibilities:

1. Coordinate with workshop personnel to gather parts requirements for machine repairs.
2. Convert parts requirements into parts orders in a fixed format.
3. Follow up with vendors regularly to ensure timely dispatch and delivery of spare parts.
4. Maintain clear and accurate records of parts orders, deliveries, and inventory.
5. Manage and organize internal documents and files related to the business operations.
6. Draft and send professional emails to vendors, clients, and other stakeholders.
7. Develop and maintain strong working relationships with vendors and internal teams.
8. Assist with other administrative tasks as needed.

Requirements:

1. Aged 35 or above,
2. Minimum of 10 years of experience in a similar role.
3. Expertise in Microsoft Excel and Word.
4. Excellent email drafting skills.
5. Fluent in English, both written and spoken.
6. Strong organizational skills and attention to detail.
7. Ability to multitask and manage multiple priorities.
8. Effective communication and interpersonal skills