

## Job Description – Seeds Procurement Executive

**Position:** Seeds Procurement Executive

**Department:** Procurement / Agri Operations

**Location:** [Insert Location]

**Employment Type:** Full-time

**Reports To:** Seed Manager / Procurement Head

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### About the Role

We are looking for a **Seeds Procurement Executive** to manage sourcing, vendor relationships, and supply chain coordination for our seed business. The role will ensure timely procurement of high-quality seeds, cost optimization, and compliance with certification standards to support the company's FMCG–Agri operations.

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### Key Responsibilities

- **Procurement & Vendor Development**
    - Identify and onboard seed suppliers, growers, and contract farmers.
    - Negotiate contracts, pricing, and payment terms to ensure cost-effective procurement.
    - Monitor supplier performance and maintain strong long-term relationships.
  - **Quality & Compliance**
    - Ensure all procured seeds meet certification and quality standards.
    - Coordinate with quality teams for inspection, testing, and approvals.
    - Maintain documentation for compliance with government and industry norms.
  - **Planning & Coordination**
    - Assist in demand forecasting and procurement planning in line with seasonal requirements.
    - Work closely with warehouse and logistics teams for smooth delivery and storage.
    - Prepare MIS and procurement reports to support management decisions.
  - **Market & Farmer Engagement**
    - Track market trends, competitor pricing, and availability of seed varieties.
    - Build and maintain relationships with farmers to strengthen procurement channels.
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### Qualifications & Experience

- Bachelor's degree in **Agriculture / Agri-Business / Supply Chain Management** (Master's preferred).
  - 2–5 years of experience in **seed procurement / agri input supply chain**.
  - Knowledge of **seed certification norms, procurement practices, and agri operations**.
  - Strong skills in negotiation, vendor management, and cost optimization.
  - Proficiency in MS Excel / ERP systems for procurement and reporting.
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### Key Competencies

- Vendor & Farmer Relationship Management
  - Analytical & Negotiation Skills
  - Quality & Compliance Orientation
  - Planning & Coordination
  - Problem-Solving & Adaptability
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### Why Join Us?

- Be part of a **growing FMCG–Agri business** with real impact on farming communities.
- Opportunity to work in a **dynamic, innovative, and sustainable agriculture ecosystem**.
- Clear growth path towards senior procurement and operations leadership roles.

## KEYWORDS

### **Technical / Functional Keywords**

- Seed Procurement
- Vendor / Supplier Management
- Contract Farmer Coordination
- Seed Sourcing & Supply
- Seed Quality Verification
- Seed Certification Compliance
- Price Negotiation & Cost Optimization
- Purchase Order Management
- Inventory & Stock Planning
- Seasonal Crop Planning
- Market Trend Analysis
- Agri Supply Chain Operations
- ERP / MIS Reporting