

## Purchase Executive – IT Hardware

**Location:** Mumbai\_Andheri East

**Experience:** 2 to 5 years

**Industry:** System Integration / IT Hardware / AV / Networking / IT Solutions

**Employment Type:** Full-time

### Job Summary:

We are seeking a detail-oriented Purchase Executive to manage the procurement of IT hardware products, including laptops, workstations, servers, networking equipment, AV solutions, and video conferencing systems. The ideal candidate will have strong negotiation skills, supplier management experience, and a deep understanding of IT hardware procurement processes.

### Key Responsibilities:

#### Procurement & Vendor Management

- Identify, evaluate, and negotiate with vendors, distributors, and OEMs for the best pricing and quality.
- Procure laptops, workstations, networking devices, audio-visual equipment, and related IT hardware.
- Ensure timely procurement to meet project and operational requirements.
- Build and maintain strong relationships with suppliers to ensure competitive pricing and reliability.

#### Inventory & Order Management

- Monitor inventory levels, ensuring optimal stock availability for ongoing projects.
- Process purchase orders (POs), track shipments, and ensure on-time delivery.
- Coordinate with warehouse and logistics teams for smooth inventory management.

#### Cost Optimization & Compliance

- Conduct market research to benchmark pricing and identify cost-saving opportunities.
- Ensure procurement activities comply with company policies, budgets, and industry standards.
- Evaluate supplier performance and recommend improvements.

### **Coordination & Documentation**

- Work closely with sales, finance, and technical teams to align purchasing with project needs.
- Maintain accurate records of purchases, pricing, supplier agreements, and warranties.
- Handle import/export documentation (if applicable) and ensure compliance with regulatory requirements.

### **Qualifications & Skills:**

- 2 to 5 years of experience in IT hardware procurement, supply chain, or purchasing roles.
- Bachelor's degree, Certifications in Supply Chain Management or Procurement or similar.
- Strong knowledge of IT hardware products, including laptops, workstations, servers, networking, and AV solutions.
- Excellent negotiation, communication, and supplier management skills.
- Proficiency in ERP systems, SAP, Microsoft Excel, and procurement software.
- Ability to analyze market trends, pricing strategies, and vendor performance.
- Strong organizational skills with the ability to manage multiple orders and deadlines.

### **Preferred Qualifications:**

- Experience in System Integration, IT Distribution, or IT Hardware Procurement.
- Familiarity with warranty policies, service agreements, and IT procurement contracts.