Perch Technologies Private Limited
Kanakia Wall Street, Ground Floor
'B' Wing, DBS Business Centre,
Chakala, Andheri -Kurla Road,
Andheri (E). Mumbai 400093
Website: www.perchtechnologies.com

PERCH
Simply Seamless

Supply Chain Management Executive

Location: Mumbai
Experience: 2 to 5 years
Industry: System Integration / IT Hardware / AV / Networking / IT Solutions
Employment Type: Full-time

Job Summary:

We are seeking a highly organized and detail-oriented Supply Chain Executive to manage end-to-end supply chain operations for our system integration business. The role involves procurement, vendor management, inventory control, logistics coordination, and ensuring timely availability of IT hardware, networking products, and related solutions to meet project and client requirements.

Key Responsibilities:

- Manage procurement of IT hardware, networking equipment and related materials.
- Source, evaluate, and negotiate with vendors and suppliers to ensure cost efficiency and quality.
- Coordinate with project, sales, and technical teams to understand material requirements and ensure timely delivery.
- Monitor and maintain inventory levels; update stock records in ERP/Inventory systems.
- Oversee logistics, transportation, and dispatch to ensure smooth and timely delivery to clients/project sites.
- Track purchase orders, invoices, and payment status while ensuring compliance with company policies.
- Build and maintain strong vendor and distributor relationships.
- Ensure adherence to statutory and compliance requirements in procurement and logistics.
- Prepare periodic MIS reports on procurement, inventory, and supply chain performance.
- Identify process gaps and suggest improvements for efficient supply chain operations.

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Requirements:

- Bachelor's degree in Supply Chain Management, Business Administration, Commerce, or related field.
- 3–6 years of experience in supply chain/procurement, preferably in IT/system integration or hardware distribution industry.
- Strong negotiation, communication, and vendor management skills.
- Knowledge of IT hardware, networking products, and software licensing will be an added advantage.
- Proficiency in MS Excel, ERP systems, and supply chain tools.
- Ability to multitask and manage priorities in a fast-paced environment.
- Strong problem-solving and analytical skills.

Preferred Qualifications:

- Certifications in supply chain or logistics (SCM, CPIM, etc.).
- Experience working with OEMs, distributors, and multi-location projects.