

Supply Chain Management Executive

Location: Mumbai Andheri East

Job Type: Full Time

Department: SCM

Experience:

- Require 3 years + experience in a related field
- Ability to manage logistics of all aspects of supply chain, from product development to the shipment of finished items
- Understanding of accounting or finance
- Must be able to comprehend legal documents
- Strong communication skills and the desire to build lasting relationships with people all over the world
- Should be able to operate computers, bar code scanner etc
- Ability to conduct detailed procedures in a time constrained environment
- Good verbal and written (emails) communication skills
- Strong sense of time organization and urgency
- Able to work independently and within a team

Qualifications:

Supply chain jobs are open to all graduates, but it's common to hold a degree in a relevant subject, such as:

- supply chain management
- business management
- computing
- information systems
- transport, distribution or logistics

Responsibilities :

- Assist logistics process for the development of new products, inventory maintenance, manufacturing, shipment and delivery, and returns on products
- Keep detailed records, generate reports, and develop presentations to help management understand the logistics perspective
- Understanding of principles of accounting and finance
- Read and comprehend legal documents, such as contracts or import/export agreements (domestic also)
- Build relationships within the company and with external parties, such as suppliers or distributors
- Directs and coordinates global supply chain functions through strategy, resource optimization, profitability maximization, and KPIs resulting in the maximization of customer satisfaction
- Works with freight forwards and transportation companies to set best route and rate (reviews and approves all freight terms and agreements)
- Collaborates with procurement department to determine best practice for freight in and freight consolidation
- Collaborate with others from diverse backgrounds in order to identify problems and find solutions
- Working with procurement managers and buyers to source the right products
- Works directly with sales department to determine most cost-effective distribution solution for finished goods transportation to customers
- Negotiating contracts with suppliers and customers
- Controlling manufacturing and delivery processes
- Planning and implementing logistical strategy, ensuring targets are met
- Overseeing product storage, handling and distribution
- Using computer software to track goods from origin to delivery

-
- Working on forecasts and inventories, keeping an accurate record of the process and analysing performance
 - Packing of the products to be send to different clients across the globe
 - Will have to do bank related work like depositing cash or cheques
 - Scanning the products as per their serial number and updating the same in the system
 - Require to interact with the different Courier services for picking up the products or for the delivery of the products at the client site
 - Tracking the goods online and do the follow ups with the courier service people on regular basis
 - Printing and putting in the labels on the goods to be shipped
 - Checking all the invoice (details and the amount mention on it against the BOQ and PO)
 - Managing and motivating a team of supply chain staff
 - Improving the overall supply chain performance and look for any possible innovations to the process
 - Implementing new technologies and staying alert to new trends in the sector