**Job Description:**

We are seeking a skilled and motivated Supply Chain Management Analyst to join our dynamic team. As a Supply Chain Management Analyst, you will be responsible for ensuring timely and accurate processing of orders, inventory management, data analysis, expedites, de-expediting, RFQ (Request for Quotation) management, open order management, and order entry. You will collaborate with cross-functional teams to gather requirements, analyze data, and create reports. The ideal candidate has a strong background in supply chain management, hands-on experience in Excel, and excellent communication skills.

**Responsibilities:**

* Process orders accurately and timely.
* Manage inventory levels to meet customer demand.
* Analyze data and create reports to provide insights into supply chain performance.
* Handle expedites and de-expediting requests to ensure on-time delivery.
* Manage RFQ process, including gathering quotes from suppliers and evaluating them.
* Monitor and manage open orders to ensure timely fulfillment.
* Enter and update orders in the system accurately.
* Collaborate with cross-functional teams to gather requirements and understand customer needs.
* Communicate effectively with internal and external stakeholders to resolve issues and ensure customer satisfaction

**Requirements:**

* Minimum 2 year of experience in Supply Chain Management or a related field.
* Basic knowledge of supply chain management principles and best practices.
* Hands-on experience in Excel is a must.
* Good communication skills (Both verbal and written).
* Ability to work effectively both independently and in a team environment.
* Flexible to work night shifts (any 9 hours between 5.30pm IST to 7.30am IST).
* Ability to work from the office.
* Ability to work as an individual contributor and as a team player