



Executive Hiring - iGEIC/Executive/05/2025
Supply Chain Management

Date: 21st March 2025

NOTIFICATION

India Graphene Engineering and Innovation Centre is looking to hire Supply Chain Executive. Interested candidates may please contact hr@igeic.org.

JOB DESCRIPTION

Job Title	Executive- Supply Chain Management	Requirement Type	1 Year FTC (Potential of permanent absorption based on performance)
Job Location	Bangalore	Requirement Level	TBD
Hiring Manager	Head – Supply Chain	Primary Skills	Supply Chain Management Costing and Pricing Supplier Relationship Management, Supply Operations, Program Management & General Management
Business	Supply Chain Management	Skill Category	Junior Level Management

ABOUT INDIA GRAPHENE ENGINEERING AND INNOVATION CENTER (iGEIC)

India Graphene Engineering & Innovation Centre (iGEIC) is a section 8, not-for-profit graphene translational research and manufacturing company, headquartered in Bangalore, Karnataka, with research facility in Trivandrum, Kerala India.

The mission of the company is to nurture emerging graphene technology, revolutionize graphene research, and create a commercialization eco-system for adoption of graphene technologies at scale.

Founded in 2023, India Graphene Engineering & Innovation Centre aims to develop graphene applications around programs of National significance launched by honourable Prime Minister of India. Applications including conveyance system for water & green energy, barrier coatings, edge devices, supporting government programs like, Jal Jeevan Mission, Ayushman Bharat Digital Mission, Self-Reliance in Aerospace & Defence, and Net Zero & Energy Transmission program.

In collaboration with industry, academia, SMEs, start-ups, India Graphene Engineering & Innovation Centre will launch targeted translational graphene programs for commercialization.

India Graphene Engineering & Innovation Centre (iGEIC), is the delivery partner for Program Graphene Aurora, with Digital University Kerala. Program Graphene Aurora is an approved program under Ministry of Electronics & Information Technology, Government of India (MeitY). The translational research facility is located at Digital University, Kerala.

JOB POSITION

This position will be a key member of Sales team at IGEIC.

The ideal candidate will have an exciting opportunity to consolidate existing capabilities while developing strategies to advance new capabilities as required. Position will focus in building

- Experience/basic understanding in supply chain software and tools (e.g., SAP, Oracle, or similar platforms).
- Basic analytical skills with the ability to interpret data and drive informed decisions.
- Knowledge of quality control processes, product certifications, and regulatory standards.

Core competencies & Responsibilities

A. Vendor Management

- Support selection, Conduct manufacturing capacity / capability assessment including assessing graphene suppliers and end application manufacturers.
- Facilitate vendor onboarding processes, including managing Memorandums of Understanding (MoUs) and Non-Disclosure Agreements (NDAs).
- Prepare product cost construct, issuing purchase orders, capacity loading plan
- Monitor production planning and ensure deliveries
- Periodic supplier performance evaluation and initiate supplier development plan

B. Production Monitoring:

- Oversee production activities to ensure timely and efficient delivery as per customer requirements.
- Prepare and maintain daily production and dispatch reports.

C. Quality Assurance:

- Conduct quality control activities, including process and product certification.
- Maintain inspection reports and ensure compliance with Quality Management Systems (QMS).
- Uphold a zero-tolerance policy for non-conforming products or processes, addressing customer complaints swiftly and effectively.
- Manage customer complaints related to product quality, ensuring swift resolution and implementation of corrective actions.

D. Documentation and Compliance:

- Develop and maintain comprehensive Quality Management Systems (QMS) documentation.
- Ensure all processes adhere to internal policies, certifications, and regulatory requirements.
- Support continuous improvement initiatives to enhance operational efficiency and compliance.

QUALIFICATION & EXPERIENCE

- 3-4 years in supply chain management.
- Graduate degrees (Supply chain management, Engineering, Business Administration, or a related field are preferred)

Please Note: Qualification & Years of Experience may not be a barrier for the right candidate.

ADDITIONAL JOB REQUIREMENTS

- Strong written and verbal communication, data analysis, and stakeholder engagement skills.
- Ability to manage expectations and interact effectively with senior leaders.
- Strategic thinker with sound judgment and a proactive approach to complex issues.
- Committed to accountability, excellence, and fostering a strong organizational culture.
- High integrity, strong work ethic, and dedication to diversity and iGEIC values.
- Adaptable to change with the ability to navigate transitions effectively.
- Flexibility to travel to vendor sites, production facilities, and customer locations as required.