

Assistant Manager – Logistics

Location: Delhi

Experience: 4 to 6 years

The candidate will be responsible for the timely execution of customer orders, warehouse activities as per defined TAT; Co-ordinate with the branches to avail the required stock for the pending back orders; define processes and bringing efficiencies to the current systems.

Job Responsibilities:

1. Warehouse Management:

Maintaining warehouse and proper stacking of stock in order to reduce the picking time and easy identification of stock.

Timely order capturing as per defined TAT.

Timely opening of reverse logistics boxes and issuing credit note in SAP.

Supervising MRP screen print.

Organising perpetual stock counts at branches and stock audit as per schedule.

Preparing roster for warehouse and reducing overtime.

Timely arrangement of the stock from branches/ mother warehouse if required.

Co-ordinating with third party warehouse.

Maintaining optimal stock level at Delhi and close co-ordination with other branch logistics team.

2. Outward/ Inward Transportation:

Drive initiatives in the process that contribute to long term operational excellence. Creating SOP and bringing standardisation.

Ensuring that material get dispatched with the L1 transporter only, dispatch of the material according to load (FTL, Retail, Rail) by considering the urgency of the material to the respective branch.

Maintaining proper filing of documents pertaining to dispatches and proof of deliveries.

Checking Inward HO/Branch Goods.

Checking sales returns from the customers.

HO/Branch transfer - checking and stacking goods.

3. Reports :

Sending dispatch details to customers and providing MIS to internal terms.

Communicate with customers for dispatch related matters.

Essential requirements:

The candidate with any education, with 4-6 years of proven warehouse management experience with expertise in warehouse management procedures and best practices. Proficient in MS Excel, Word, Outlook and preparing various reports (TAT, Budget, Fill rate).