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| **JOB DESCRIPTION** |  |

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| **Unique role** | Warehouse Executive | **Department** | Warehouse |
| **Qualification \*** | Graduate (B.E/B. Tech, MBA – Supply Chain / Operations) preferable | **Min. Relevant Experience** | 4– 5 Years |
| **Location** |  | **Reporting to** | Warehouse – Manager |

*(\* Individual with experience in handling multiple Warehouse across India – Preferable)*

1. **Job Purpose**

To ensure the efficient management and control of the Warehouse Operation of the assigned area whilst achieving agreed budgetary and service levels

1. **Key Responsibilities Areas**

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| **Responsibility** | **Supporting Action** |
| **Warehouse Activity** | * To plan execution as per planning sheet for allots/de-hire/relocation once the vehicle is placed and reaches warehouses * To contribute to Production Planning and Stock Replenishment in the warehouse |
| **Inventory Management** | * To ensure accuracy of SAP and Physical stock |
| **Compliance** | * To follow Compliance and safety rules by ensuring the execution of safety * To comply with WH Audits on PAN India * To adhere to Statutory compliances across all the warehouses |
| **Warehouse Reports** | * To maintain warehouse metrics, Variance reports, process documentation, training, and safety records |
| **Operational cost control** | * To co-ordinate for approval of WH miscellaneous expenses * To develop new vendors for indirect procurement & bring cost competitiveness |
| **SAP Transactions** | * To enter SAP transactions like delivery dockets, RRs, and relocation in GRN |
| **Vendor/Client Management** | * To be in touch with vendors and clients and maintain a good professional relationship |

1. **Required Skills and Abilities**

* Commercial and business acumen
* Robust knowledge of the Supply Chain Industry
* Exceptional verbal and written communication skills
* Excellent analytical, problem-solving,

1. **Job Dimensions**

* 100% Inventory Accuracy Management & POD Management
* To be able to manage 50+ workforce at the warehouse

1. **Job Context (Major Challenge)**

* The job involves monitoring numerous warehouse locations across India and from a single location and strict adherence to a given timeline.
* The job involves traveling.

1. **Interface**

(Major External and Internal Interaction)

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| **External** | **Internal (Department)** |
| * Clients * Third-Party Vendors (3 PL) | * Finance * Sourcing and Procurement * Forecasting and Planning * Human Resource |

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