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| **JOB DESCRIPTION** |  |

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| **Unique Role** | Repairs Executive | **Department** | Repairs |
| **Qualification** | BE/B. Tech./ITI Diploma/ Any equivalent degree | **Min. Relevant Experience** | 4-5 Years |
| **Location** |  | **Reporting to** | Manager – Repairs |

1. **Job Purpose**

To manage the conditioning (Repair) of the company’s assets and equipment in the warehouses and at client sites, utilizing prescribed methods and best practices

1. **Key Responsibilities Areas**

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| **Responsibility** | **Supporting Action** |
| **Business Planning** | * To ensure proper planning of 5M - Manpower, Machines, Material and Method for Onsite and Off-site company locations |
| **Repair Management** | * To oversee the conditioning of equipment such as Pallets, Crates, and Utility boxes in the company's warehouses as well as those at the client sites * To ensure the on-time installation of Repair tables in the Warehouse * To ensure productivity improvement on Repair Table * To ensure proper maintenance of tools required for repair purposes |
| **Stock Management** | * To ensure RTD – Ready to Dispatch /MOQ – Minimum Order Quantity of all major wooden Pallets, Utility boxes, and FLCs at the Warehouse * To eliminate BBR stock monthly |
| **Documentation and Reporting** | * To document and file reports via SAP within the timeline specified (Dehired/Repair onsite-offsite) etc. * To ensure adherence to Repairs SOP |
| **Vendor management** | * To book Invoice from the vendor and coordinate with finance for the payment |

1. **Required Skills and Abilities**

* Prioritization and organization skills
* Should be confident, process-oriented with good interpersonal skills
* Technical knowledge of equipment, products, and processes
* Competent in problem-solving, team building, planning, and decision making

1. **Job Context**

* To ensure repairment of approximately 6000 of company’s asset (Wooden Pallet) in a month

1. **Job Context (Work Environment)**

* The job requires the applicant to be able to work in a time-bound atmosphere to ensure that the repair of the asset is completed within the given time frame.

1. **Interface**

**(Major External and Internal Interactions)**

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| **External** | **Internal (Department)** |
| * Customer * Third-Party Vendors | * Finance * Warehouse * Sourcing and Procurement |

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