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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
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| **Inventory Management**  | * To ensure accuracy of SAP and Physical stock
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| **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
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| **Warehouse Reports**  | * To maintain warehouse metrics, Variance reports, process documentation, training, and safety records
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| **Operational cost control** | * To co-ordinate for approval of WH miscellaneous expenses
* To develop new vendors for indirect procurement & bring cost competitiveness
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| **SAP Transactions** | * To enter SAP transactions like delivery dockets, RRs, and relocation in GRN
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| **Vendor/Client Management** | * To be in touch with vendors and clients and maintain a good professional relationship
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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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