JOB DESCRIPTION

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| Name of the client | Tata Power Solar |
| Website | http://www.tatapowersolar.com/ |
| Profile Name | Warehouse and logistics executive |
| Payroll | Off Roll |
| Qualification  | Graduate/ Post Graduate |
| Branch | Any |
| Male / Female candidate | Male |
| No. of mandate  | 2 |
| Fresher / Experienced | 4-5 years |
|  Workplace – detailed address | Bangalore, Jaipur/Aurangabad/Punjab |
| Hiring in Department / Function | Supply Chain Management |
|    Offered JD/Job role  | 1. Receipt of materials from TPSSL, suppliers & safe unloading at warehouse.2. Physical count of materials inform to concern buyer regarding short receipts & damage of goods.3. SAP ERP activities like, making GRIN, Commercial invoicing /Eway in the system.4. Trucks arrangement and dispatch of materials as per sales plan.5. Stuff the materials based on the invoice & packing list6. Handling of insurance claims (transit & storage damages).7. Tracking of shipments & follow up for earlier delivery to the destinations8. POD updating in SAP after delivery of the materials to the customers9.Warehouse & Transport bill process for Payment (CRO,SES,VIM)10. Physical verification of Inventory and Preparation of MIS and maintenance of all Inventory records. |
| Open to hire local candidates – (Yes/No) |  Yes |
| Open to hire from other state – (Yes/No) |  Yes |
| Weekly off |  Yes |
| OJT period (Training period/Nesting period) |  |
| Salary |  Experienced 30 to 35k |
| Working hours (shift timings) |  9 am - 6:30 pm |
| Is there a provision of OT, if yes pls mention details |  NA |
| Is Food included |  NA |
| Incentive (Yes/No) , if Yes How much and what base |  NA |
| Dress code, if any (who will provide dress or any deduction for dress code) |  NA |
| Boarding / Lodging / Meal facility (Yes/NO) if yes plsmention rate in rupees per day |  NA |
| Transportation is provided by company (Yes/NO) if yes pls mention deduction in rupees per day |  NA |
| Mandatory requisite (Bike, driving license etc specify if any or say NA) |  NA |
| Salary cycle | By 7th of every month |