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 list 6. Handling of insurance claims (transit & storage damages). 7. Tracking of shipments & follow up for earlier delivery to the destinations 8. POD updating in SAP after delivery of the materials to the customers 9.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 pls  mention 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 |