



## PR/108963 | Warehouse Manager / Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1515420

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

January 28th, 2025 01:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job title:** Assistant Manager / Manager - Warehouse

**Job Location:** Sikri Industrial Area, Palwal

**About company:**

The current opening is with a Japanese MNC who have their own warehouse which is aimed at gathering various parts from different suppliers across India in their warehouse and providing it for further processing in the assembly line / production line of various automotive OEMs / manufacturing organizations.

**Job Summary:**

Looking for an experienced Warehouse Manager / AM to oversee and manage our warehouse operations. The ideal candidate will have a strong background in inventory control and daily use of Management Information Systems (MIS). This role is essential for ensuring efficient warehouse operations, maintaining accurate inventory records, and supporting overall supply chain effectiveness.

**Key Responsibilities:**

- Manage and oversee daily warehouse operations, including receiving, storing, and distributing products.
- Utilize MIS daily to track, analyse, and report inventory data.
  
- Develop and implement warehouse policies and procedures to ensure efficient operations.
- Conduct regular inventory audits and reconcile discrepancies.
- Coordinate with procurement, logistics, and sales teams to ensure timely and accurate order fulfilment.
- Monitor and report on warehouse performance metrics.
- Identify and resolve issues related to warehouse operations and inventory management.
- Ensure compliance with safety regulations and company policies.

**Skills and Qualifications:**

- 5-10 years of experience in warehouse management or a related field.
- Proficiency in using MIS for inventory management.
- Strong leadership and team management skills.
- Effective communication and interpersonal skills.
- Attention to detail and accuracy in data management.
- Knowledge of warehouse management software and tools.

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Company Description