



| No | Field Name |
|----|---------------------------------------|
| 1 | Position Request Ref No |
| 2 | Date |
| 3 | JD Prepared By |
| 4 | Position Name |
| 5 | Grade / Designation |
| 6 | No. of Openings (Only numeric values) |
| 7 | Function / Domain |
| 8 | Qualifications |
| 9 | Desired Experience Level (in years) |
| 10 | Age |
| 11 | Reporting To |
| 12 | Job dimensions / Span of Control |
| 13 | Place of Posting (Name of City Only) |
| 14 | Additional Information |
| 15 | Role objective |

| | |
|----|--|
| 16 | Key Responsibility Areas (KRAs) Financial: Customer: Process: People: |
| 17 | Key Performance Indicators (KPIs) |
| 18 | Preferred Sources (Preferred Industry Background) |
| 19 | Preferred Sources (Preferred companies) |

Job Description Form

| Field Content |
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| 05/Oct/24 |
| Ptratik Desai |
| Warehouse Sr Executive/Assistant Manager |
| Sr Executive/Assistant manager |
| 1 |
| Supply Chain - Warehouse |
| Btech ECE/ Mechanical or PG in Logistics & supply chain |
| 8-12years |
| 30-36years |
| Sr. Manager - Supply Chain |
| |
| Noida |
| Must have good exposure on custom clearance, custom duties, Import export, HSM codes and invoicing. |
| Overall taking care of Logistics & warehousing. |

- 1) Ensure shipments' and inventory transactions' accuracy. Oversee the entire process of a shipment, from acquisition to delivery.
- 2) **Responsible for liaising with CHA and Custom officials** for smooth **import/ export** of consignments
- 3) Measure and report the effectiveness of **warehousing activities** and employees performance.
- 4) Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods.
- 5) Organize and **maintain inventory and storage area.**
- 6) Aware of various **Government Import/ export policies** and benefits
- 7) Aware of HSN codes and custom duty calculation on various classes of items
Schedule and track **inbound and outgoing shipments** including invoicing and all statutory requirements
Interface with customers to answer questions or solve problems.

Maintain items record, document necessary information and utilize reports to project warehouse status.

Aerospcae and defence

Data pattern, Apha design, Dynolog, Trikasa, Amphenol Interconnect India Private ltd, Trident Infosol, Futura automation Pvt Ltd., Comptek Computer System pvt Ltd, Data sol (B) Pvt Ltd, BEL, Mistral Solutions Pvt Ltd, Marine Electricals, Aitech Innovations India Pvt Ltd, Paras Defence & Space Technologies Ltd., Elcome Marine Services Pvt. Ltd., RCI, DRDO, MIL-cots, Varisis, Zing Technologies, L&T Defence ltd, TATA defence, enginium designs pvt ltd, kalyani group, Defsys Solutions, Astra microwave and other defence and aerospace manufacturing companies.