



PR/109443 | Sr. Engineer / Assistant Manager - Quality & Store {Gurgaon}

Job Information

Recruiter

JAC Recruitment India

Job ID

1548733

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:48

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 Description) Sr. Engineer/Assistant Manager - Quality & Store

Location- Gurgaon

Inventory Management:

- Monitor and manage monthly inventory of robots and spare parts.

(Daily management require. It is desirable to be able to make suggestions for improving management methods.)

- Submit inventory reports to concerned members on a regular basis.

Invoicing Coordination:

- Prepare invoicing plans for robots and spare parts.

- Coordinate with sales and service teams for discussion and confirmation.

Warehouse Management:

- Manage overall warehouse operations, including receiving, storing, and dispatching of robots and spare parts.
- Maintain proper storage conditions and ensure safety and cleanliness of the warehouse.
- Conduct periodic stock audits and physical verification.

Logistics & Delivery Coordination:

- Ensure timely and error-free delivery of robots and spare parts to customers.
- Coordinate with transporters to manage dispatch and tracking.

Demo area Management:

- Our office demo area management.

Audit & Compliance Support:

- Assist in internal and external audit activities for spare parts and robots.
- Verify robot serial numbers and provide relevant data to the accounts team.

Procurement Support:

- Provide technical specifications and details to the procurement team for robot orders to KHI.

Qualifications & Skills:

- Diploma or bachelor's degree in engineering (Mechanical / Electrical / Electronic preferred)
- 5~10 years of relevant experience in industrial robotics, logistics, or technical coordination
- Proficient in MS Office and inventory/ERP systems (experience with RISM_G is a plus)
- Good communication and coordination skills
- Ability to manage multiple internal stakeholders

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Company Description