



PR/110473 | Warehouse Supervisor / Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1599557

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:26

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location - Farukhnagar, Gurugram

Key Responsibilities-

- Inbound & outbound logistics planning & all warehouse activities mgt, experience in sales documentation, e-invoicing, e-waybill & import procedures.
- Transportation commercial activities handling, including invoice verification, billing processing.
- Fleet planning, scheduling, vanning.
- Making daily MIS & inventory report, should be good at Excel & preferably ERP.
- Analyze if there is gap in physical & system inventory. Ensure security & accuracy of stock levels.
- Knowledge of FIFO.

- Unloading of import containers & movement & placement of cargo inside warehouse.
- Update stock sheet (opening stock – incoming – outgoing – closing stock
- Coordinate with accounts side for issuing invoice making documents.

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Company Description