

PR/110745 | Assistant Manager - Logistics

Job Information

Recruiter
JAC Recruitment India

Job ID
1612744

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 07:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities:

- MANAGING END TO END WAREHOUSE OPERATION BY ASSIGNING DAILY TASKS TO RESPECTIVE TEAMS, I.E MAINTAIN 5'S, MRN, CYCLE COUNT, MRP RELABELING, KITTING, PICKING, PACKING & DISPATCH.
- SUPERVISION, TRAINING AND DIRECT ASSISTANCE OF WAREHOUSE OPERATIONS WHICH INCLUDE, BUT NOT LIMITED TO LOADING/UNLOADING, RECEIVING, AND INVENTORY CONTROL.
- LEADING BY EXAMPLE TO ENSURE THAT ALL PROCEDURES AND BEST KAIZEN/ PRACTICES ARE CONSISTENTLY FOLLOWED.
- MAINTAIN ACCURATE INVENTORY LEVELS BY LEADING REGULAR PHYSICAL COUNTS WITH WAREHOUSE TEAMS AND RECONCILE DISCREPANCIES WITH THE WAREHOUSE INVENTORY SYSTEM.
- MEASURE AND REPORT KPIS AND OPERATIONAL METRICS TO THE OPERATIONS MANAGER ON A WEEKLY BASIS.

- OVERSEEING RECEIVING AND DISPATCHING PROCEDURES FOR SHIPMENTS.
- MONITORING WAREHOUSE ASSOCIATES TO ENSURE SAFETY PROCEDURES ARE BEING FOLLOWED WHEN OPERATING FORKLIFTS AND OTHER MACHINERY.
- ENSURING TO ACHIEVE FORTNIGHTLY TARGET AND MONTHLY TARGET OF DOMESTIC AND EXPORT.
- ENSURING INVENTORY SHOULD BE ACCURATE SYSTEM VS PHYSICAL.

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Company Description