

PR/110774 | Executive- Logistics

Job Information

Recruiter
JAC Recruitment India

Job ID
1614583

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 13:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Location: Manesar

Role and Responsibilities:

- 1. Safety Management
  - Ensure zero safety incidents in the warehouse.
  - Conduct safety training and awareness sessions.
  - Monitor compliance with safety procedures and PPE usage.
  - Investigate incidents and implement preventive actions.
  - 2. Manpower Management

- Plan workforce requirements for each shift.
- Allocate manpower according to daily workload.
- Monitor attendance and productivity.
- Motivate and manage a team of 30-40 temporary workers.
- Develop employee skills through training programs.
- 3. Warehouse Operations
- Manage:
    - Receiving of goods
    - Put-away activities
    - Inventory storage
    - Lot segregation
    - Packing
    - Dispatch operations
- Ensure daily production and dispatch targets are achieved.
- Handle container loading and unloading activities.
- 4. Inventory Control
- Maintain accurate inventory records.
- Ensure availability of packing materials and consumables.
- Monitor stock levels weekly.
- Coordinate with procurement and planning teams when replenishment is required.
- 5. Problem Solving & Continuous Improvement
- Identify operational issues and root causes.
- Perform analysis using 5W (What, Why, When, Where, Who) techniques.
- Implement corrective and preventive actions.
- Drive cost-saving initiatives and process improvements.
- 6. Reporting & Systems
- Prepare daily operational reports.
- Use:
    - SAP (WMS & MM modules)
    - WMS (Warehouse Management System)
    - MIS reports
    - GRN processing (Goods Received Note)
- Track productivity, inventory, and operational performance.
- 7. Training & Development
- Train new employees on:
    - Safety

        - Quality standards
        - Company policies
        - Discipline
        - Operational processes
    - Conduct:
        - On-the-job training (OJT)
        - Off-the-job training
    - Develop and maintain a skill matrix.
    - 8. Housekeeping & Quality
    - Ensure implementation of 5S:
        - Sort
        - Set in Order
        - Shine
        - Standardize
        - Sustain
    - Maintain warehouse cleanliness and organization.
    - Support quality compliance and customer satisfaction.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.in/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.in/terms-of-use

Company Description