



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

September 29th, 2026 10:35

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.

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Company Description