



PR/110352 | Spare Parts Management Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1599478

業種

その他（商社）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年07月10日 21:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Spare Parts Management Executive

Key Responsibilities

- Daily SAP data entry and operation for supply parts.
- Maintain and manage parts master data in SAP, including.
- Support shipping and packaging of repaired parts • Manage supply parts warehouses in Gurugram & Pune (occasional travel required)
- Assist factory warehouse inventory operations
- GST understanding and E-invoice preparation
- Regular communication with customers for part orders, dispatch & payment collection
- Coordination with logistics vendors regarding part deliveries • Monitor stock levels and ensure timely replenishment of

spare parts.

- Proficient in SAP data entry, stock transfers, and goods movement transactions.
- Support audit activities by providing necessary stock and transaction data.
- Ensure compliance with company policies.
- Knowledge of purchase order processing, GRN (Goods Receipt Note), invoice posting, and vendor management in SAP.
- Competency in SAP reporting tools (e.g., extracting MIS, custom reports).
- Track shipment status and proactively resolve delays or discrepancies with vendors.
- Prepare periodic MIS reports on inventory, order fulfilment, and logistics costs.
- Implement and support process improvements for efficient warehouse and logistics operations.

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会社説明