

COMMERCIAL EXECUTIVE

Description

- Receiving, storing, and issuing inventory (raw materials, bulk &packed, finished goods).
- Maintaining accurate inventory records using a computerized system or manual logs.
- Conducting regular inventory cycle counts and reconciling discrepancies
- Managing stock levels to prevent stockouts or overstocking, notify concerned department.
- Placing orders for new inventory based on established procedures.
- Unloading and stocking shelves or storage areas according to designated protocols.
- Labelling and organizing inventory for efficient retrieval and making traceability easier.
- Maintaining a clean, safe, and organized workspace.

Strong attention to detail and accuracy: Ensures inventory records and stock levels are precise.

Responsibilities

- Preparing shipments for outgoing deliveries.
- Assisting with customer inquiries related to inventory.
- Reporting damaged or expired inventory.
- Following safety protocols for handling hazardous materials when handled.
- Control over loading & unloading expenses of loaders.
- Maintenance of records and forms as per Factories Act and filing returns periodically/annually.

Qualifications

- Strong attention to detail and accuracy.
- Excellent organizational & interpersonal skills.
- Ability to work independently and manage a team.
- Computer literacy (experience with inventory management, ERP software mandatory).
- Time management skills to meet deadlines.
- Strong work ethic and reliability.
- Knowledge of purchase department with good negotiation skills.

Experience– 4-5 yrs.

Education

- BSc

Supply Chain Management is highly preferable

Hiring organization

Pulse HRM

Employment Type

Full-time

Job Location

Kolkata

Date posted

October 17, 2024

Valid through

17.11.2024