

Job Description - Supply Chain Executive

Supply Chain Executive

- Full-time position available:
- Locations: Noida Sector 2
- Remuneration: 15k-17k gross

Experience: 0-1 Year

Job Description

We are currently seeking candidates for Warehouse and Logistics. Please find below job descriptions.

1) WARE HOUSE EXECUTIVE

Warehouse data entry in ERP (Navision).

Physical warehouse management.

Required to prepare various MIS reports on excel.

To ensure health, safety, cleanliness and security of the warehouse/receiving and distribution goods area at all times.

Identify all areas of improvement and maximize productivity.

Strong knowledge of Warehouse systems, control and processing.

Awareness of Purchase and material management.

2) LOGISTICS EXECUTIVE

The management of all logistics matters.

Ensure the safe receipt, storage, retrieval and timely dispatch of goods.

Closely monitor all deliveries of finished goods and tradable items from production/Warehouse to outlets/customers.

Prepare and manage the logistics system to optimize time management.

Shipment data entry in ERP (Navision).

Knowledge of VAT/CST related to goods shipment and transfer.

Management of goods returned from outlet.

Please send a motivation letter and a CV to the attention of Ms. Ruchika Jain at the following email address: hr@frenchbakery.in

About us: *L'Opéra is a high-end French pastry and bakery business based in New Delhi, which operates out of an entirely new production facility. The Brand now runs 8 outlets and 5 counters in prime commercial and prestigious locations in Delhi and its vicinity. L'Opéra is the proud recipient of several prestigious awards as best bakery and confectionary operation. For more information, please visit: www.loperaindia.com*