

Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

Name of the Post	Junior Officer [Warehouse Operation] Code : JO17-22
SBU / Location (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Temperature Controlled Warehouse (TCW) - Hyderabad
Job Description	The key responsibilities of the incumbent will be :- <ul style="list-style-type: none"> • Handling day to day activities of stock management, receipt, storage issue etc during assigned shift. • Ensuring appropriate storage in terms of temperature zone. • Management and maintenance of stock records as per SOPs. Initiate stock liquidation (handling of non/ slow moving items) as per SOPs. • Handle all activities related to packing/ repacking, labeling etc. of stock during the shift. • Coordinate with other member of Ops team to ensure zero loss to stock • Ensure implementation of SOPs in terms of handling perishable/ non-perishable items. • Handle activities related to preparation and submission of various reports, MIS etc. During assigned shift • Maintenance of HSC at the unit level. • Any other tasks assigned time to time. Above list is indicative only and not exhaustive
Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)	Please refer relevant columns posted corresponding to the code JO17-22, Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening
Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile & Other General Terms & Conditions	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening