

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

Date : **15th November, 2017**

<b>Name of the Post</b>	Junior Officer [Warehouse Operation] - TCW  <b>Code : JO17-24</b>
<b>SBU / Location</b> (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) - Patalganga (Navi Mumbai)
<b>Job Description</b>	The key responsibilities of the incumbent will be :- 1. Handling day to day activities of stock management, receipt storage, issue etc, during assigned shift. 2. Ensuring appropriate storage in terms of temperature zone 3. Management and maintenance of stock records as per SOP s, 4. Initiate Stock liquidation (handling of non/slow moving items as per SOPs, 5. Handle all activities related to packaging, labeling etc., of stock during shift. 6. Co-ordinate with other members of operation team to ensure zero loss of stocks 7. Ensure implementation of SOPs in terms of handling perishable/non-perishable items. 8. Handle activities related to preparation and submission of various reports, MIS etc., during assigned shift. 9. Maintenance of HSE at the unit level. 10 Any other responsibilities assigned time to time. Note : - The above responsibilities mentioned are indicative and not exhaustive.
<b>Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)</b>	<b>Please refer relevant columns posted corresponding to the code JO17-24, Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a></b>
<b>Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile &amp; Other General Terms &amp; Conditions</b>	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a>