



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

Date : **15th November, 2017**

Name of the Post	Junior Officer [Despatch] Code : JO17-13
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.)	Industrial Packaging - Baroda
Job Description	The incumbent will be responsible for – 1. Timely despatch of finished products as per schedule/ plan 2. Coordination with production to ensure availability of finished products as per plan 3. Ensure pre-despatch procedure incl. documentation, system entries etc. 4. Ensure proper handling and pre-despatch quality of finished products 5. Coordinate with all internal and external stakeholders incl. customer, supply chain, marketing etc. to ensure on- time-in-full delivery 6. Ensure transport availability, schedule loading, check fitness of vehicle, report issues immediately for corrective action 7. Ensure safety in despatch area and related processes 8. Ensure effective overall supervision of loading contractor 9. Any other responsibilities assigned time to time. Note: - The above responsibilities mentioned are indicative 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 JO17-13 , 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