



Parts Executive

Posted by: nn3fe d323

Posting date: 02-Feb-2023 **Closing date:** 08-Aug-2023

Education: High school diploma

Language: HINDI, ENGLISH

Job location:

Salary: \$12000

Years of Experience: total work (Preferred) or 1+

Vacancy: 1

Job Type: Full Time

Job id:

Expired

Job description:

Executive Responsibilities:

- Ensuring work areas are kept clean, neat and well-organized.
- Packing incoming stock away, taking inventory and reporting shortages.
- Keeping records of incoming and outgoing shipments.
- Picking orders as requested by management.
- Sealing and tagging containers, confirming accuracy of orders and signing pick tickets to confirm.
- Ensuring correct shipping information is attached and moving completed orders to shipping area.
- Placing containers on pallets, and securing with stretch wrap, shrink wrap and strapping.
- Loading and unloading trucks by using totes, jacks and forklifts.
- Complying with OSHA and other safety regulations.

- Assisting in maintaining security of warehouse.

Parts Executive Requirements:

- High school diploma, GED, or suitable equivalent.
- 1+ years work experience in a similar role.
- Excellent verbal communication skills.
- Ability to work harmoniously with diverse range of people.
- Proficient with using tools required for this position.
- Physically agile and dexterous.
- Proficient organizational skills.

Job Type: Full-time

Salary: ?12,000.00 - ?17,000.00 per month

Benefits:

- Health insurance
- Leave encashment
- Paid sick time
- Provident Fund

Schedule:

- Day shift
- Morning shift

Supplemental pay types:

- Commission pay
- Performance bonus
- Yearly bonus

Ability to commute/relocate:

- Hadapsar, Pune, Maharashtra: Reliably commute or planning to relocate before starting work (Required)

Experience:

- total work (Preferred)

- Health insurance

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