

Supply Chain Executive

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Company: HRSI

Location: Karachi

Category: other-general

JOB SUMMARY

A Supply Chain Executive will support the company in managing its logistics and supply chain operations to improve business performance. The individual will collaborate with different teams to develop and maintain a process-oriented and an efficient supply chain operation to meet the company's long term strategic goals.

JOB RESPONSIBILITIES

- Manage procurement and logistics operations
- Maintain accurate and current records of supplier dispatches
- Engage with suppliers, carriers and Amazon to resolve shipment related issues
- Manage and track customer returns to the office
- Monthly inventory reconciliation with invoice and sales data
- Prepare weekly and monthly reports related to supply chain performance and customer returns

REQUIRED SKILLS

- Excellent verbal and written communication skills in English (Required)
- Good data manipulation and presentation skills. (Required)
- Excellent analytical and problem solving skills (Required)
- Advance-level proficiency with MS Excel (Required)
- Multi-tasking and time management skills with ability to prioritize tasks (Preferred)
- Knowledge of BI, Tableau (Preferred)

EXPERIENCE

Procurement, logistics and supply chain experience (2+ years - must have)

Amazon marketplace and/or Ecommerce experience (preferred)

EDUCATION

Minimum four year business degree or equivalent (BBASupply Chain preferred)

SALARY

Market competitive salary

JOB TYPE

Full-time - Mon-Sat: 12:00 noon - 9:00 pm with alternate work Saturdays

Candidates should be able to commute reliably to the office on a daily basis

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