

Supply Chain Manager

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Company: Liberty Books Pvt Ltd.

Location: Karachi

Category: other-general

Supervise loading, delivering and unloading of materials. Complete and process necessary paperwork; maintain records. Maintain location of inventory. Record supplies in stock and delivery notes. Assist in preparing document materials and supplies disposition by recording items shipped. Supervise finished stock for shipment by identifying, tagging, weighing/scaling, packing, crating, loading and securing product. Maintain material-handling equipment by completing pre-use inspections of equipment; ensuring equipment repairs. Receive supplies, materials, and equipment and check against invoices to ensure correct quantity and inspect for damage. Report unsafe equipment or work conditions to supervisor. Contribute to team effort by accomplishing related results as needed. Deal with any emergency situations in the absence of the supervisor. Be ready to undertake any miscellaneous work pertaining to inventory handling.

Job Specification Possess sound computer skills (MS Office 2000). Possess good English written correspondence skills. Speak, read and write English. Observe job timings. Preferably have your own conveyance. Be comfortable with working late evenings depending on the shipment schedule (overtime will be paid accordingly).

Information Technology and Services - Karachi, Pakistan

About Us Liberty Books is considered one of the leading book business in Pakistan. Established in 1980, liberty has expanded its scope of activity by not just broadening its bookseller base but also gaining sole distributorship for some of the best-known maga

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