

## Warehouse Operations Coordinator

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Company: DHL

Location: , , Pakistan

Category: other-general

**Overview:**The incumbent will be required to interface between floor & inventory teams in order to conduct accurate inbound and outbound activities, responsible for daily activities in his/her warehouse project and control related to floor operation, coordinate, prepare, implement and provide regular report which is in line with warehouse SOPs.If this exciting opportunity interests you and you meet the criteria below, please apply.**Roles & Responsibilities:**•Maintain and control the daily project operations & activities.•Monitor operations and ensure all activities are finished on time.•Provide alternative solutions to the warehouse manager for any operations issues.•Liaise with Inventory team to define cycle count /stock take schedule.•Control all the inbound & outbound daily activities of a warehouse in coordination with the warehouse manager.•Ensure that the stock accuracy reported to the warehouse manager is physically matched with the system.•Provide support, as to all reports are well documented.**Skills, Qualifications & Experience:**•Minimum 2-3 years of relevant working experience in warehousing at a multinational or renowned local logistics company.•Bachelor's degree preferably in related field from reputable institution.•Proficient knowledge of warehouse procedure and policies.•Ability to influence individuals and teams in order to achieve set or desired goals and objectives.•Strategic thinker with analytical skills, high achievement drive and ability of taking initiative.•Must have good management, interpersonal and communication skills.•Strong command over Microsoft Office and other related software.

#J-18808-Ljbffr

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