

Entry level

Junior Executive Dispatch

Pune, India

Junior Executive

What you'll do

- 1. Dispatch Operations

Plan, schedule, and coordinate the dispatch of vehicles or components as per sales orders and production output.

Monitor vehicle loading and unloading processes to ensure minimal damage and correct packaging.

- 2. Coordination and Communication

Liaise with production, sales, warehouse, and transporters to ensure dispatch timelines are met.

- 3. Documentation & Compliance

Maintain accurate and timely records of dispatch data in ERP systems (SAP).

Handle audits and maintain traceability of shipments.

- 4. Inventory & Warehouse Support

Coordinate with warehouse and stores for inventory readiness.

Support FIFO/LIFO dispatch practices based on customer and product type

What we are looking for

- Key Skills Required

Strong understanding of automotive logistics and dispatch systems

Educational Qualification

Graduate

Experience Minimum 2 years

What we offer

1. Canteen Facility

2. Transportation / Bus Facility

3. A competitive salary and range of benefits

4. Be part of worldwide team with very big challenges ahead, which bring huge development opportunities for people with big career goals.



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