

**JOB CODE: TB002**

**SENIOR MANAGER WAREHOUSE**

**Job Description:**

- Administer day-to-day warehouse operations; control and manage inventory by monitoring the receipt, assembly and dispatch of merchandise while ensuring adequate stock levels at all times
- Hire, train, coach, and supervise warehouse staff while maintaining a positive working environment
- Ensure effective and safe use of warehouse space and equipment
- Maintain proper documentation and keep accurate records of warehouse activities, including freight, shipping, receipts, returns and stock transfers
- Prepare regular reports on a daily, weekly, and monthly basis
- Maintain standards of health and safety, hygiene, and security

**Candidate Profile:**

- 7+ years of work experience in a warehouse for a leading retailer
- Diploma or bachelor's degree
- Deep knowledge of warehouse management procedures, as applicable to FMCG and online grocery retail businesses
- Good understanding of inventory and inventory controls
- Great communication, interpersonal, and organizational skills
- Proven ability to multitask while keeping attention to detail
- Basic computer skills in Excel, ERP or MIS, etc.
- Fluency in Telugu and English
- Energetic personality
- Basic understanding of Hindi