



BOXTRANS LOGISTICS (INDIA) SERVICES PVT. LTD.

Warehouse Coordinator: 1 Position (Ref. Code – BS 04)

Experience: 5+ years

Age Profile: Around 30 yrs.

Qualifications:

Must be familiar with CFS operations, with prior experience in handling warehousing, cargo operations etc. Must also be thoroughly familiar with documentation and statutory procedures for handling of Exim cargo.

Profile:

- Overall control and supervision of Warehouse operations
- Planning of Import / Export Container movements between Warehouse and Yard. Coordination of these movements with yard supervisors
- Supervision of Cargo Operations for CFS Activity
- Ensuring adherence to custom formalities, and other statutory requirements.
- Coordinating with cargo providers for planning storage and box closings.
- Organising Joint Survey
- Organising periodic stock taking of cargo
- Ensuring good housekeeping and cleanliness in the warehouse, container dock area and surrounding yard;
- Ensuring that operations are carried out with adherence to safety norms as per operations manual