

### 3. Purchase & Warehouse Executive

@ Alpino Health Foods [<https://in.linkedin.com/company/alpinohealthfoods>]

Employment Type: Full-time

Location: Surat, Gujarat

Apply within: 30 days

Salary: 25K - 40K per month

#### Requirements:

- 3+ years' experience in a warehouse lead role managing hourly employees
- Proficient knowledge of warehouse procedure and policy
- Excellent problem-solving skills and leadership qualities
- Ability to work with all levels of company staff
- Comfortable delivering frequent direct written and oral feedback
- Proficient knowledge of inventory and inventory controls
- Stock Management & stock forecasting in warehouse,
- Dealing with Complexity & Deadline-Oriented work,
- Good teamworking skills

#### Purchase & Warehouse Executive Job Responsibilities:

- Ensure the warehouse operates at peak efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing, and training warehouse employees and establishing, monitoring, and managing operation goals
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory management, gate processes, and shipping
- Train and manage a warehouse team to solve day-to-day operational issues and reach short- and long-term performance goals
- Oversee daily operations, while controlling and managing inventory and logistics
- Review and prepare workflow, manning and space requirements, equipment layout, and action plans while ensuring productivity, quality and customer service standards are met
- Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedures and complying with legal regulations
- Supervise daily activities of the warehouse, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service
- Schedule and oversee warehouse team to meet the demands of the fulfilment centre, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance as needed
- Meet regularly with warehouse leads to review, analyze, and develop actionable plans for productivity and loss prevention

- Oversee and manage logistics utilized to transport products to customers and internal facilities, communicating with drivers and air partners to ensure efficient delivery of packages.

**How to Apply**

Send resume at [hr@alpinohealthfoods.com](mailto:hr@alpinohealthfoods.com)