



Job Title:	Purchase & Dispatch Co-ordinator	Job Category:	Project
Department/Group:	Project Co-ordination	Job Code/ Req#:	SM03
Location:	Nagpur	Travel Required:	Yes – Nagpur Area
Level/Salary Range:	1.2-1.5 L	Position Type:	Full time
HR Contact:	Rahul – 8208178571	Date Posted:	23.01.2022
Will Train Applicant(s):	Yes	Posting Expires:	30.01.2022
External Posting URL:	www.idacind.in		
Internal Posting URL:	NA		
Applications Accepted By:			
EMAIL: idac.jas@gmail.com Subject Line: Applying for the post of Purchase & Dispatch Co-ordinator			
Job Description			
ROLE AND RESPONSIBILITIES The ideal candidate will be responsible for driving the company's key performance indicators by delivering an exceptional in-store experience. In order to do this, the candidate will build and train an effective team, and effectively incorporate business trends. <ul style="list-style-type: none">• To punch and keep records of every purchase made by company• To follow up for the delivery of the purchase orders• To arrange vehicle – FROM & TO destinations• To keep record of every sales order which is to be executed• To arrange vehicle for material delivery at client end• To keep record of IN/OUT material from godowns• To keep track of the material ready for dispatch• To communicate and finalize transportation expenses for delivery• To follow up for material delivery and GRN/ Bills processing• To communicate with Suppliers and Clients for smooth delivery process• To maintain records and MIS reporting			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none">• Minimum Graduation or ITI• 0-3 years of management experience			

- Strong verbal and written communication skills
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Should have worked with Tally ERP9/ERP software

PREFERRED SKILLS

Past warehouse/store/dealer experience

Graduation – Any

Post-Graduation – Not Required

ADDITIONAL NOTES

Candidate having industrial/dealer/warehouse/store experience will be given preference in hiring

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	