DESAI BROTHERS LTD

Job Description

Designation	Assistant Manager-Logistics	**Role Holder Name**	
Department	Logistics	**Grade**	B1
Location/HQ	Bikaner		
Immediate Superior (Designation)	Logistic Manager		
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Key Responsibilities

- Assist in planning, organizing, and coordinating logistics operations, including transportation, warehousing, and inventory management.
- Ensure all orders dispatch as per time line.
- Prepare regular reports on logistics performance & related to Stock availability
- Collaborate with vendors, freight forwarders, and carriers to negotiate rates and ensure seamless operations.
- Monitor inventory levels and manage stock movement to prevent shortages or overstock situations while Truck Loading
- Ensure proper warehousing practices including maintenance of fire-fighting equipment, periodic pest control & godown security i.e. stacking, hygiene, Security, water leakage etc. as per ISO / FSSAI & company standards
- Maintain Closing reports including Batchwise stock Physical Vs ERP,POP Inventory Report, Primary Vehicle Logbook report, Pest control report, Damage stock record.
- Address and resolve logistics challenges such as Vehicle Utilization, delays, damages, or cost overruns, in a timely manner.
- Ensure the Stock Freshness Index is maintained at or above 80% at all times.

Key Interactions

Internal Interactions :	External Interactions :
Logistic & Accounts Team	Vendors,Suppliers & Transporters

Knowledge, Skills & Experience

Required Qualification:

Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field.

Required Skills & Competencies:

Relevant Experience

*3–5 years of experience in logistics, supply chain, or related areas.
*Proficiency in logistics software and ERP systems.
*Advanced knowledge of MS Office (Excel, Word, PowerPoint).
*Attention to detail and ability to work under pressure.
*Knowledge of supply chain processes &practices.