

**Designation:** Associate - Logistics

**Education:** B.Com

**Experience:** 1 - 2 yrs

**Location:** Mumbai / Bangalore (1 position each)

**Prerequisites:**

- ✓ Knowledge of Navision / any other ERP
- ✓ Knowledge of Billing /Debtors collection
- ✓ Basic knowledge of GST.

**Job Profile:**

- Accounting of Material (Inward), sent from Go and other Warehouses.
- Storage & Safety norms.
- Issue of products & recording Product Serial Numbers sold (Invoice wise).
- Sales Order Entries & Invoicing.
- Generation of E-way bills and handing over to Transporter/Courier.
- Weekly stock check.
- Liase with Transporters, Customers & Service provider.
- MIS Reports (Dispatch report, stock report).
- Knowledge of ISO requirements.
- Plan and Manage Logistics with the Service provider.
- Debtors follow-up/cheque collections.
- Data Entry for all Local bills / checking for Sales schemes.
- Knowledge of GST & GST Filing
- Monitoring of inventory with all distributors/partners on fortnightly basis and getting reports from all partners.
- Knowledge of ERP is preferred.