

Job Description - Warehousing and Logistics Associate

Job Title: Warehousing and Logistics Associate

Company: Shivangi Elevators

Industry: Elevators/Lifts

Experience Required: 1-3 Years

Reports To: Logistics Manager

Department: Warehousing and Logistics

Salary Range: 15,000 – 20,000 Per Month

No. of open vacancies - 2

About Shivangi Elevators:

Shivangi Elevators is a leading provider of vertical mobility solutions, offering high-quality, safe, and reliable elevator systems for residential, commercial, and industrial applications. We are committed to offering top-notch services in elevator installation, modernization, and maintenance, with an emphasis on quality, safety, and customer satisfaction.

Role Overview:

The Warehousing and Logistics Associate will be responsible for managing data and stock within the warehouse, dispatching stock to clients, and coordinating with the sales and operations teams to ensure seamless operations. The ideal candidate must have a strong understanding of warehouse management processes in the elevator industry and have a solid knowledge of the maintenance department.

Key Responsibilities:

KRA	Description	KPI
Stock Management	Manage and maintain accurate records of stock levels, ensuring timely inventory updates and proper documentation.	Inventory accuracy, stock turnover rate
Dispatching Stock	Oversee the dispatch process, ensuring that materials are delivered from the warehouse to clients in a timely and organized manner.	On-time deliveries, order fulfillment rate
Coordination with Sales & Ops Teams	Work closely with the sales and operations teams to align stock availability with client needs and project timelines.	Coordination effectiveness, client satisfaction
Warehouse Organization	Ensure the warehouse is organized, with clear labeling and optimal stock placement to streamline operations.	Warehouse efficiency, stock accessibility
Data Management	Maintain accurate data records	Data accuracy, timely reporting

	for stock, incoming/outgoing shipments, and inventory levels.	
Compliance with Safety Standards	Ensure warehouse operations comply with safety standards and elevator industry regulations.	Safety compliance, incident reports
Logistics Support	Assist in the planning and execution of logistics operations, including packaging and labeling for dispatch.	Packaging accuracy, delivery timeliness
Logistics Reporting	Generate and provide regular reports on stock levels, dispatches, and warehouse activities.	Timeliness of reports, accuracy of data

Desired Candidate Profile:

- Experience:
1-3 years in warehousing, logistics, or a related role, preferably in the elevator or construction industry.
- Education:
A relevant degree or diploma in logistics, supply chain management, or a related field.
- Skills & Expertise:
 - Fluency in English, Hindi, and Gujarati languages is required.
 - Strong organizational and multitasking abilities.
 - Knowledge of warehousing, inventory management, and dispatch processes.
 - Familiarity with the elevator industry and maintenance services.
 - Proficiency in warehouse management software and MS Office.
 - Good communication and coordination skills to interact with sales and operations teams.
- Certifications (Preferred):
Certification in logistics, warehousing, or supply chain management.

Compensation:

Competitive salary + performance-based incentives

Travel allowances and other benefits as per company policy

Why Join Us:

Shivangi Elevators offers an excellent opportunity to work with a growing industry leader in vertical mobility solutions. As a Warehousing and Logistics Associate, you will play a vital role in ensuring efficient operations and timely delivery of elevator components. Join our team and help shape the future of vertical transportation solutions.