

# Warehouse Incharge



- **Vacancy for:** 1
- **Posted on:** Aug. 13, 2018
- **Deadline:** Aug. 28, 2018, 11:55 p.m.

## Basic Job Information

Job Category : Commercial / Logistics / Supply Chain  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu  
Offered Salary : Negotiable

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## Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

## Other Specification

- Must have completed Bachelor's Degree in Management/Commerce from a recognized university
  - Expertise in warehouse management procedures and best practices
  - Strong knowledge of warehousing Key Performance Indicators (KPIs)
  - Strong decision making and problem-solving skills
  - Must have excellent communication skills
  - Must be proficient in MS Office (Outlook and Excel)
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## Job Description

- Ensure FIFO system in FG Warehouse
- Loading / Unloading of Materials
- Manage Loading / Unloading Manpower
- Ensure FG storage as per norms and maintain hygiene
- Ensure Physical verification of Finished Goods
- Stock ledger & documents update at the Warehouse
- Ensure strict adherence to SOPs and legal documentations
- Ensure the safety of manpower while undertaking any jobs by instructing them to use safety gear and follow safety measures as per the company health & safety rules

## Note:

**Reporting Line:** Head of Department

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## Applying Procedure

Apply Link : <https://merojob.com/warehouse-incharge-8/>

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