

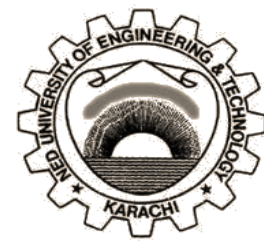
04-02-2022

IITC 

Pakistan's Leading Elevator & Escalator Firm



Job vacancy Announcement



Date: 1st February 2022

Job Title- Location

Supply Chain Executive- Karachi (Warehouse & Office) (2 Positions)

Vacancy Details

Pakistan's leading engineering company having nationwide operations in the line of designing, importing, distributing, installing, maintaining, operating and modernizing branded elevator products is requiring dynamic and energetic professionals willing to grow with the company. The applicant should be graduate having excellent communication, leadership, interpersonal and IT skills (MS Office, MS Project) required. The applicant should be good at managing multiple tasks, operations and projects; the nature of job requires frequent field operations with the minimum experience of two years.

Job Description

Manage Purchase and Sale Order, Prepare Delivery and Good Received Orders, Maintain Daily Stock Reports, Maintain Minimum Stocks, Coordinate with the queries of the Engineering team on daily basis and ensure timely issuance of tools and consumables, coordination with office, warehouses and branches assisting in their queries, Maintain inventory of stores as per requirement, Make Internal stocks transfers of stores and warehouses, Responsible for carrying out demand planning, manage vendors, logistic providers, transporters or any other task assigned by the line manager.

Application last date

Please share your resume, picture, relevant documents latest by 10th February 2022 at hrdept.elv@gmail.com. Thank you.

