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Maruti Suzuki Jobs – Freshers Jobs – Fast Job For Shipping and Receiving Staff

Hiring organization
Maruti Suzuki

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted
April 4, 2024

Valid through
31.12.2024

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Base Salary

USD. 13 - USD. 22

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time

Description

Maruti Suzuki Recruitment 2024

Join Our Dynamic Team as a Shipping and Receiving Specialist (Nationwide)

Maruti Suzuki, India's leading automobile manufacturer, is seeking a passionate and detail-oriented Shipping and Receiving Specialist to join our growing team. In this crucial role, you'll play a vital part in ensuring the smooth flow of goods in and out of our facilities, contributing directly to our efficient operations.

Why Join Maruti Suzuki?

Maruti Suzuki offers a rewarding career path for individuals who are driven to excel. Here are some of the reasons why you'll enjoy working with us:

- **Be Part of an Industry Leader:** Maruti Suzuki is a household name in India, and you'll have the opportunity to contribute to the continued success of a renowned brand.
- **Growth and Development:** We invest heavily in our employees' professional development, providing opportunities for training and skill-building to help you reach your full potential.
- **Stable and Rewarding Career:** Maruti Suzuki offers a competitive salary and benefits package, ensuring a secure and rewarding career path.
- **Collaborative Work Environment:** We foster a team-oriented culture

where you'll work alongside supportive colleagues who share your passion for excellence.

- **Nationwide Opportunities:** This position can be located at any of our facilities across India, allowing you to choose a work location that suits your needs.

Job Summary

The Shipping and Receiving Specialist plays a critical role in maintaining efficient inventory control and logistics operations. You'll be responsible for receiving, inspecting, and processing incoming deliveries, ensuring accuracy and timely movement of goods. Additionally, you'll be responsible for preparing outgoing shipments, adhering to packing and labeling protocols to guarantee safe and secure delivery.

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Maruti Suzuki Jobs Near Me

Maruti Suzuki has facilities across India, and this position is open to applicants nationwide. We encourage individuals from all regions to apply and bring their unique talents to our team.

Key Responsibilities:

- Receive, inspect, and verify incoming shipments against packing slips and purchase orders, identifying and reporting any discrepancies.
- Unload and stage incoming materials using appropriate handling equipment, ensuring the safety of goods and personnel.
- Securely store received materials in designated areas, maintaining a clean and organized warehouse environment.
- Utilize warehouse management systems to track inventory levels, record stock movements, and generate reports.
- Pack and label outgoing shipments according to customer specifications and carrier guidelines.
- Prepare and maintain accurate shipping documentation, including bills of lading and commercial invoices.
- Communicate effectively with internal and external stakeholders, including warehouse personnel, carriers, and suppliers.
- Maintain a high level of safety awareness and adhere to all company safety protocols.

Required Skills and Qualifications:

- High school diploma or equivalent qualification.
- Minimum of 1 year (freshers can apply) of experience in a warehouse or logistics environment (experience is a plus).
- Strong organizational skills with the ability to prioritize and manage multiple tasks effectively.
- Excellent attention to detail and accuracy in data entry and record-keeping.
- Ability to lift and maneuver moderate weights (up to 50 lbs) safely.
- Proficiency in basic computer skills, including experience with warehouse management systems (WMS) a plus.
- Excellent communication and interpersonal skills to build rapport with colleagues and external contacts.

Experience

Maruti Suzuki welcomes applications from both experienced professionals and recent graduates. For individuals with experience, a minimum of one year in a warehouse or logistics setting is preferred. However, recent graduates with strong organizational skills and a willingness to learn are also encouraged to apply.

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Why Join Maruti Suzuki? (Benefits and Environment)

We offer a comprehensive benefits package that includes competitive salaries, health insurance plans, paid time off, and opportunities for professional development. Maruti Suzuki fosters a collaborative and supportive work environment where your contributions will be valued. We are committed to diversity and inclusion, and we welcome individuals from all backgrounds to join our team.

Application Process

To apply for this position, please submit your resume and cover letter online through our careers portal. In your cover letter, please highlight your relevant skills and experience, and explain why you are interested in joining Maruti Suzuki.

Motivate to Join

This is an excellent opportunity to launch a rewarding career in the automotive industry with a leading national brand. If you are a detail-oriented individual who thrives in a fast-paced environment, we encourage you to apply!

Maruti Suzuki: A Great Place to Work

Maruti Suzuki offers a dynamic and exciting work environment where you can make a real difference. Join our team and help us shape the future of the Indian automobile industry!

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