

TEL JOB DESCRIPTION

Job Title	Manager/Senior Specialist, Logistics Operations
Location	Ahmedabad

Job Responsibilities

Lead and execute day-to-day warehousing, inbound/outbound and customs clearance operations for TELIN's logistics hub, ensuring regulatory compliance, cost-effective service delivery, and high inventory accuracy. This role will manage 3PL partnerships, drive process improvements, and mentor a small operations team to meet SLAs and business objectives.

1. Manage all warehouse activities in compliance with company's policies and vision.
2. Partner with 3PL providers to oversee receiving, warehousing, distribution, and maintenance operations.
3. Initiate, coordinate and enforce optimal operational policies and procedures.
4. Adhere to all warehousing, handling, and shipping legislation requirements.
5. Manage stock control and reconcile with date storage system.
6. Prepare annual budget, reports and statistics (IN/OUT status report, dead stock report etc.)
7. Liaise with clients, suppliers, and transport companies.
8. Manage import and export operations ensuring adherence to Indian Customs laws, GST regulations, and other relevant trade compliance requirements.
9. Develop and implement logistics strategies to optimize the efficiency, cost, and lead time of shipments.
10. Manage relationships with customs authorities, freight forwarders, vendors, and other stakeholders to facilitate smooth clearance and delivery.
11. Monitor shipment schedules, proactively identify potential issues or delays, and implement solutions to minimize potential risks.
12. Manage, lead and mentor a team.

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Qualifications & experience:

- Degree in Logistics or equivalent with 5 years of experience in relevant field.
- Expertise in warehouse management procedures and best practices.
- Strong knowledge of Indian Customs procedures, GST, import/export documentation and regulatory compliance.
- Proficient in import/export management software, ERP systems, and MS Office applications. Oracle or SAP system experience will be an added advantage.
- Ability to manage multiple priorities, work under pressure, and resolve complex logistical issues effectively.
- Detail-oriented with strong analytical and problem-solving abilities.
- Good Leadership with supervisory experience in leading a team.
- Strong decision making and problem-solving skills.
- Excellent communication and interpersonal skills.

We regret that only shortlisted candidates will be notified.

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