

United Arab Emirates Jobs Expertini®

Associate - Warehouse Fulfillment

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Company: Shipa Ecommerce

Location: dubai

Category: other-general

Shipa Delivery is an online platform that makes it easier for businesses and consumers to send and receive parcels within the GCC. Our expanding operation connects users with a network of delivery assets and services via mobile apps and online business dashboards. We make collection of packages within one hour a reality, along with a choice of on-demand, same-day, next-day, and cross-border delivery services. Shipa Delivery's technology stack provides real-time parcel tracking via GPS; and for businesses, an integrated solution to streamline last-mile logistics and automate delivery management. We celebrate versatile and self-driven candidates. We need you to be obsessed with customer engagement and be a force of evolution to make us better every day. Our culture is all about speed and care. Responsibilities include but not limited to Receiving incoming shipments, verifying their contents against purchase orders or packing lists, and ensuring accurate documentation. Inspecting incoming and outgoing goods for damage, defects, or discrepancies and reporting any issues to supervisors or relevant departments. Organizing and storing received goods in designated locations within the warehouse, ensuring efficient space utilization and proper inventory management. Arranging and labelling all the goods in the warehouse. Processing inventory for delivery. Checks, inspects, logs data into the appropriate inventory systems to reflect the quantity and condition of merchandise received or distributed. Handling regular, administrative tasks such as day, weekly and monthly inventory reports. Address any customer, colleague's queries / communications within a good time frame and keeping the Team Leads and Line Managers updated. Contribute to and maintain a safe and clean environment in the warehouse / stock room. Take initiative to learn and understand the

process to fulfil the need of the department and at the same time gain knowledge to work independently in the future. Qualifications Bachelor's degree preferably in logistics and supply chain management. Minimum 1 years of Warehousing / logistic operations experience required. Proven track record of warehousing & Fulfilment experience. Proficiencies Excellent verbal and written communication skills. To be physically fit as lifting and carrying is required. Intermediate computer knowledge. Knowledge in strategic planning. Flexibility and willingness to work in rotational and night shifts.

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