



I. Position Information

Job Code Title: Warehouse Officer
Total Positions: 1

II. Organizational Context

Alpha Trading Corporation is a supplier of earthmoving machinery parts and diesel engine components. Our spare-parts are used in Bulldozers, Excavators, Motor Graders, Drilling Rig machinery and Generators. Our products are suitable for Komatsu, Caterpillar, Cummins, and Perkins. We also provide engine overhauling services to our valuable clients.

III. Functions / Key Results Expected

We are looking for a self-driven and experienced warehouse officer who can handle warehousing operations. The candidate should have sound understanding of engine parts and its working mechanism. The officer will be responsible to manage more than 5500 SKUs of machinery parts.

Job Description

- Ensuring the accurate and timely processing of receiving, warehousing, distribution and returns operations in close collaboration with internal stakeholders and logistics partners.
- Managing packing, handling, and labelling of inventory.
- Ensuring complete logistics of shipment receiving that include close collaborations with suppliers, freight agents, custom clearance, and internal staff.
- Fulfilment of sales order, managing shipment deliveries and sales return.



(ATC) deals in all kind of earth moving machinery parts and generator parts.



ALPHA TRADING CORPORATION

- Reporting management on inventory shortages and upcoming orders.

VI. Recruitment Qualifications	
Education:	Minimum Bachelor's degree in any quantitative discipline or Business, Finance, Engineering from a well recognised university. Candidates with mechanical engineering background are preferred.
Experience:	2 years
Job Commitment	The warehouse officer must sign a bond of two years to work with our company.
Core Competencies	<ul style="list-style-type: none">• Demonstrate sound knowledge of Enterprise Resource Planning (ERP) software.• The candidate must have advance skills in Microsoft Excel.• The candidate must have managerial expertise.
Remuneration	The salary is between 40,000 Rs to 55,000 Rs based on qualification and professional experience.
Contact	Interested candidates should send their CV and Cover letter to alphatradingjobs@gmail.com Website: www.alpha.com.pk



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