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DTDC Recruitment 2023 – Job Freshers – Shipping and Receiving Staff Post

Hiring organization
DTDC

Job Location

India
Remote work possible

Date posted
June 21, 2023

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Valid through
31.12.2025

Base Salary

Rs. 19,000 - Rs. 27,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

DTDC Recruitment 2023

Job Title: Shipping and Receiving Staff

Location: Delhi

Reports To: Head of Shipping and Receiving

Summary:

We are looking for a highly motivated and experienced Shipping and Receiving Staff to join our team. The ideal candidate will have a strong understanding of shipping and receiving procedures and be able to ensure the smooth flow of goods in and out of our warehouse. They will also be able to work independently and as part of a team to achieve shipping and receiving goals.

Responsibilities:

- **Receive shipments from vendors:** This includes inspecting shipments for damage, verifying quantities, and signing for deliveries.
- **Scan and track shipments:** This includes scanning barcodes, entering data into the shipping and receiving system, and tracking the status of shipments.
- **Prepare shipments for delivery:** This includes packing shipments, labeling shipments, and preparing shipping documents.
- **Other duties as assigned:** This may include participating in training

programs, and providing guidance to other shipping and receiving staff.

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- **Excellent organizational and time management skills:** This includes being able to prioritize tasks, meet deadlines, and work efficiently.
- **Strong attention to detail:** This includes being able to follow procedures accurately and ensure that shipments are processed correctly.
- **Good communication and interpersonal skills:** This includes being able to communicate effectively with vendors, customers, and other staff members.

Qualifications:

- **High school diploma or equivalent:** This is required.
- **1+ years of experience in shipping and receiving:** This is preferred, but not required.
- **Basic computer skills:** This is required.

Experience as a Fresher:

- **Freshers with a strong academic background and a passion for shipping and receiving are encouraged to apply:** If you are a fresh graduate with a strong academic background and a passion for shipping and receiving, we encourage you to apply. We are willing to train the right candidates on our shipping and receiving practices and procedures.

Important Links Find the Link in [Apply Now](#) Button

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