



<https://jobquest.jobsworld.com/job/hdfc-bank-recruitment-2023-free-job-alert-free-job-job-alert-shipping-and-receiving-staff-post/>

## HDFC Bank Career 2023 – Free Job Alert – Free Job – Job Alert – Shipping and Receiving Staff Post

**Hiring organization**  
HDFC Bank

### Job Location

India  
Remote work possible

**Date posted**  
June 16, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 18,500 - Rs. 25,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### HDFC Bank Recruitment 2023

HDFC, a leading beauty and cosmetics retailer, is seeking a dedicated and detail-oriented Shipping and Receiving Staff member to join our team. As a Shipping and Receiving Staff member, you will play a crucial role in ensuring the smooth and efficient flow of products within our warehouse. Your excellent organizational skills, attention to detail, and ability to work in a fast-paced environment will contribute to the success of our operations. This position offers an exciting opportunity to be part of a dynamic company in the beauty industry.

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#### HDFC Bank Jobs Near Me

#### Responsibilities:

- Shipping and Order Fulfillment: Prepare and pack customer orders accurately and efficiently, ensuring that the correct products are picked, packed, and labeled for shipment. Coordinate with the logistics team to arrange carrier pickups and ensure timely delivery of orders. Assist in maintaining accurate shipping records and documentation.
- Receiving and Inventory Management: Receive incoming shipments, verify

their contents, and inspect for damages or discrepancies. Accurately document received goods and update inventory records. Assist in organizing and arranging products within the warehouse, ensuring optimal storage and efficient retrieval.

- **Quality Control:** Conduct quality checks on products to ensure they meet the specified standards before shipping or stocking. Identify and report any quality issues or discrepancies to the appropriate departments. Assist in managing product returns or exchanges according to established procedures.

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## HDFC Bank Careers

### Skills and Qualifications:

1. **Attention to Detail:** Strong attention to detail to accurately pick, pack, and label products for shipment. Ability to inspect incoming shipments for accuracy and quality. Keen eye for identifying discrepancies or damages.
2. **Organizational Skills:** Excellent organizational skills to manage inventory, arrange products within the warehouse, and maintain accurate records. Ability to prioritize tasks and meet deadlines in a fast-paced environment.
3. **Teamwork and Communication:** Strong collaboration skills to work effectively with the logistics team, warehouse staff, and other departments. Clear and concise communication skills to convey information and resolve any issues or inquiries.
4. **Physical Stamina:** Ability to stand, walk, and lift heavy packages or boxes for extended periods. Physical fitness to handle the physical demands of the role, including repetitive movements and manual handling.

Qualifications and Experience as a Fresher: To be considered for the Shipping and Receiving Staff position as a fresher, the following qualifications and experiences are beneficial:

1. **Educational Background:** High school diploma or equivalent. Additional courses or certifications in logistics, supply chain management, or warehouse operations are advantageous.
2. **Warehouse or Retail Experience:** Any prior experience in a warehouse or retail environment, including internships or part-time roles, that involve handling inventory, packaging, or order fulfillment.
3. **Basic Computer Skills:** Familiarity with basic computer operations, such as data entry and using inventory management systems. Proficiency in using barcode scanners or other relevant tools is a plus.

### Important Links

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

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