



<https://jobroll.govhelp.in/job/indigo-recruitment-2023-24-vacancy-job-alert-shipping-and-receiving-staff-post/>

Indigo Recruitment 2023-24 – Vacancy Job Alert – Shipping and Receiving Staff Post

Hiring organization
Indigo

Job Location

India
Remote work from: IND

Date posted
December 23, 2023

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Valid through
31.08.2024

Base Salary

USD 16,300 - USD 23,800

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Indigo Recruitment 2023-24

Indigo, a leading Canadian lifestyle retailer, is seeking a highly motivated and detail-oriented Shipping and Receiving Staff member to join our dynamic team. As a Shipping and Receiving Staff member, you will play a crucial role in ensuring the efficient and timely movement of goods in and out of our distribution center. Your expertise in warehouse operations, inventory control, and customer service will be instrumental in maintaining Indigo's reputation for operational excellence and customer satisfaction.

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Indigo Jobs Near Me

Responsibilities:

- Receive incoming merchandise, verifying quantities, inspecting for damage, and recording discrepancies
- Process incoming shipments, updating inventory records and entering data into the warehouse management system (WMS)
- Prepare outgoing shipments, packing orders, selecting shipping carriers, and generating shipping documents
- Manage and maintain warehouse inventory, ensuring accurate stock levels and identifying potential stockouts
- Assist with loading and unloading trucks, ensuring proper handling and care of merchandise
- Maintain a clean and organized work environment, adhering to safety

protocols and housekeeping standards

- Provide customer service to internal departments, handling inquiries and resolving issues promptly

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Indigo Careers

Skills:

- Strong understanding of warehouse operations and inventory control principles
- Proficiency in using warehouse management systems (WMS)
- Experience in handling and inspecting merchandise, identifying and reporting damage
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines under pressure
- Strong attention to detail and a commitment to accuracy
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills, with the ability to interact with colleagues and customers effectively

Important Links

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

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