

	FALKEN TYRE INDIA PVT. LTD.
GURGAON	Role Profile

Job Description	
Level/ Designation and Department	Executive- Operations & SCM / Assistant Manager - Operations & SCM
Reports to	General Manager (Operations)
Responsibilities	<ul style="list-style-type: none"> • To create orders in the Tally System and to process the orders based on the dispatch / delivery dates. • To keep track of the pending orders, back orders and timely execution of the same. • To create the dispatch plans from Mother warehouses to Satellite ware houses based on the demand planning and to create Stock transfer Notes in the system. • Knowledge of imports, to create Local and Import procurement plans and generate the required documents for the execution of the same. • To monitor import procedure and the required documentation for the same.
Qualification	Graduate + MBA/PGDM degree
Age and Experience	Approx. 23-30 Years Approx. 2-5 years

If you are interested in the opportunity, send your Cover Letter and Curriculum Vitae to careers@falkentyres.in