

About us:

Subko is committed to an ideal: to help reimagine, re-design. and re-invent an unlikely origin-the Indian Subcontinent--as a legitimate contributor to the global specialty coffee and craft baking movements. Only raw materials enter Subko's roastery: all of the coffee and bakehouse products are crafted from scratch, in house. From crop to cup, bean to bar, and farm to table. We aim to provide a detailed, high quality coffee and bake experience to all our guests.

As a Logistics and Packing Executive, you will be responsible for overseeing logistics operations and packing processes in a warehouse or manufacturing facility. You will ensure that products are properly packed, labelled, and prepared for shipment, and that logistics processes are efficient and adhere to quality standards. You will work closely with production, warehouse, shipping, and transportation teams to ensure smooth and timely movement of goods.

Key Responsibilities:

- Logistics Coordination: Coordinate transportation, distribution, warehousing, and inventory management activities to ensure smooth and efficient logistics operations. Arrange shipments, track shipments, and communicate with carriers, suppliers, and customers to ensure timely delivery of goods and materials. Coordinate with internal departments, such as procurement, production, sales, and customer service, to ensure seamless logistics processes.
- 2. Packing Operations: Oversee packing operations, including packing, labelling, and preparing products for shipment. Ensure that packing processes are carried out efficiently and according to established quality standards. Verify that packing materials are sufficient and appropriately used, and replenish supplies as needed. Inspect packed products for quality, accuracy, and adherence to packaging specifications.



- 3. Packaging Materials Management: Manage inventory of packaging materials, including boxes, cartons, labels, and other packing supplies. Monitor usage and replenish supplies as needed to ensure uninterrupted packing operations. Coordinate with procurement and warehouse teams to ensure timely availability of packaging materials and manage packaging materials' costs and waste.
- 4. Packing Process Improvement: Identify opportunities to improve packing processes and packaging techniques to optimize efficiency, accuracy, and quality. Implement process improvements and monitor their effectiveness. Collaborate with cross-functional teams, such as production, warehouse, and shipping, to streamline packing operations and minimize errors and delays.
- 5. **Quality Control:** Ensure that products are packed and labelled correctly, according to established quality standards, regulatory requirements, and customer specifications. Conduct quality checks on packed products to verify accuracy and adherence to specifications. Address any quality issues or non-conformities promptly and take corrective actions as needed.
- 6. Documentation and Record Keeping: Prepare and maintain accurate logistics-related documentation and records, such as shipping documents, delivery receipts, bills of lading, and inventory records. Ensure compliance with logistics regulations, laws, and standards, and maintain records in accordance with company policies and procedures.
- 7. Supplier and Carrier Coordination: Collaborate with suppliers, carriers, and other logistics service providers to ensure smooth logistics operations. Communicate and coordinate with suppliers and carriers on shipment details, schedules, and changes. Resolve logistics-related issues, such as transportation delays, shipment discrepancies, and inventory discrepancies, in a timely and effective manner.



- 8. Logistics Performance Monitoring: Monitor and analyse key performance indicators (KPIs) to assess logistics performance and identify areas for improvement. Prepare logistics performance reports, dashboards, and presentations for management review. Identify and report on logistics issues, risks, and opportunities for improvement.
- 9. **Technology and Systems:** Utilize logistics and supply chain management software and tools to support logistics operations and reporting. Maintain up-to-date knowledge of logistics technology advancements and best practices, and suggest improvements to current systems and processes.

Qualifications:

- Bachelor's degree in logistics, supply chain management, business, or a related field (required)
- Knowledge of logistics operations, transportation, warehousing, and inventory management

Skills Required:

- Ability to use logistics and supply chain management software or tools, and proficiency in Microsoft Office Suite
- Strong attention to detail and accuracy in documentation and record keeping
- Strong communication skills, both verbal and written
- The candidate should stay nearby Chinchpokli.
- Excellent organizational and time management skills
- Ability to work collaboratively with cross-functional teams and external partners
- Ability to adapt to changing priorities and work in a fast-paced environment
- Knowledge of logistics regulations, compliance, and risk management
- Ability to learn and apply new skills and knowledge quickly
- Ability to work independently with minimal supervision
- Positive attitude, self-motivated, and eager to learn and grow in the field of logistics

SUBKO SPECIALTY COFFEE ROASTERS & BAKEHOUSE SPECIALTY COFFEE ROASTERS & BAKEHOUSE SPECIALTY COFFEE ROASTERS & BAKEHOUSE SPECIALTY COFFEE ROASTERS & BY SUBKO E

Perks of joining our team: You will be part of a company which is growing at an exponential rate, started just 3 days before the lockdown in 2020! We were able to grow from a team of 20 to 120+.in a span of 3 years

We are a bunch of very young and ambitious people who are excited to learn and grow each passing day. One thing we can definitely bet on is that you will love working with us and grow in your career.

Apart from that some benefits include:

- Mediclaim
- Travel allowance
- Lunch facilities
- Employee discount available at our outlets
- Provident Fund

You can get in touch with us at:

Email id :- whatsyourspecialty@subko.coffee

Contact Number :- +91 7021 215 787 (Monday-Friday - 11.00 AM to 6.00 PM)