

Logistics Co-ordinator

About us

Smartivity is India's largest educational toy company established in 2015 by IIT Delhi alumni. We design, manufacture and market innovative and award-winning STEM DIY activity kits for kids aged 3-14. We have a presence in 30 countries with the network of 5000+ offline and an online marketplace presence on amazon India/USA, Flipkart, Firstcry, Meesho etc. Smartivity is loved by 6 million+ families across the globe.

Website- <https://www.smartivity.in/>

Key Responsibilities:

- Take ownership of all B2B orders, ensuring accurate planning, efficient dispatching, and timely delivery.
- Maintain accurate and consistent records and address errors to promote client satisfaction.
- Act as a point of contact for B2B clients, addressing inquiries and providing order status updates.
- Ensure that all dispatched orders meet quality standards and customer expectations.
- Mitigate risks associated with logistical operations, such as delays and damage.
- Coordinate for pickups and deliveries with logistics service providers.
- Plan coordinate and monitor the receipt, order and dispatch of goods.
- Take appointment from clients and schedule delivery accordingly.
- Identify and implement opportunities for process improvements and best practices through continuous improvement and learning.
- Should be able to do the inventory reconciliation.
- Should be able to co-ordinate with buyer and billing as per their requirements.

Qualifications-

- Bachelor's Degree in business or equivalent field.
- Proven experience in B2B operations, logistics, or a similar role.
- Strong Analytical and problem-solving skills.
- Excellent communication and teamwork abilities.
- Proficiency in relevant software and tools.
- Knowledge of industry regulations and best practices.
- Continuous improvement mindset and a commitment to learning.

- **Experience:** 3 years+ in the same field.
- **CTC:** between 3.6 LPA -4.8 LPA.
- **Joining:** Immediate or no later than 30 days.
- **Location:** Manesar, Gurgaon
- **Working days:** 6 Days (Monday to Saturday)