



Centralised Career Guidance & Placement Cell

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NOTICE

The Centralised Career Guidance & Placement Cell of the University is organizing Campus Placement for **BBA & MBA** students of Affiliated Institutes of GGSIP University. Interview is scheduled to be held shortly.

About Company: AAJ Enterprises Pvt. Ltd. is a leader in warehousing and distribution services to the publishing industry in India. Since, its inception in year 2000, the company has grown and today AAJ manages supply chain of 12 national/international publishers across India.

1. JOB OPENING – CUSTOMER COORDINATOR

JOB DESCRIPTION

1. Coordination with warehouse operations team for fulfilment of specific client instructions.
2. Handling client queries and escalations.
3. Sending MIS reports related to warehouse performance and day to day work status to clients.
4. Coordinate with warehouse team for maintaining schedule & accuracy in the regular warehouse operations of clients as per the defined SLA's.
5. Maintain regular interaction with clients for service feedback.
6. Drive forward ideas for improvements in warehouse service/procedures based on client feedback.

DESIRED CANDIDATE PROFILE

Education: UG - Any Graduate - Any Specialization

PG- Any Post Graduate - Any Specialization

1. Team Player
2. Effective coordinator
3. Proficient with MIS reporting
4. Ability to understand client requirements.
5. Good written and spoken English for effective communication

SALARY – UPTO 2,40,000 PER ANNUM WITH INCENTIVES AND BONUS

2. JOB OPENING – WAREHOUSE SUPERVISOR

JOB DESCRIPTION

1. Manage daily inbound/outbound operations of the warehouse within the SLA's.
2. Ensuring accuracy in operations and supporting documentation.
3. Planning daily work and workforce management. Ensure effectiveness and efficiency of the workers assigned to his department. Report the daily work plan and subsequent achievement to the manager.

4. Coordinating with the customer service team for fulfilment of specific client requirements.
5. Developing and maintaining departmental work procedures.
6. Interpreting company policies to the workers
7. Recommending measures to improve quality of service, work efficiency and skills of workforce.

DESIRED CANDIDATE PROFILE

Education: UG - Any Graduate - Any Specialization

PG- Any Post Graduate - Any Specialization

1. Ability to plan proactively.
2. Possess ingenuity and people management skills
3. Solution oriented with adequate resourcefulness
4. Proficient with working on computers
5. Hardworking and disciplined.
6. Degree in operations management an added advantage
7. Only candidates with a long term career plan in warehousing should apply

SALARY – UPTO 2,40,000 PER ANNUM WITH INCENTIVES AND BONUS

3. JOB OPENING – WAREHOUSE EXECUTIVE

JOB DESCRIPTION

1. Responsible for operations and records as directed.
2. Managing workflow and work assigned to him.
3. Submit the daily work report to the senior management.
4. To ensure that all assigned work is complete in time and customer queries if any are resolved
5. Ensure that the 3 S ---- Schedule, Security and Standard in Services is maintained.

DESIRED CANDIDATE PROFILE

Education: UG - Any Graduate - Any Specialization

PG- Any Post Graduate - Any Specialization

1. Strong analytical and logical ability.
2. Hardworking and disciplined
3. Dedicated professional with a high sense of responsibility towards work.
4. Degree in warehouse operations an added advantage.

SALARY – UPTO 1,80,000 PER ANNUM WITH INCENTIVES AND BONUS

4. JOB OPENING – SALES and MARKETING EXECUTIVE

JOB DESCRIPTION

1. Develop new business leads.
2. Approach prospective clients and introduce them to the service offering of the company
3. Take Regular feedback from the existing clients about the quality of the services and their satisfaction level.
4. Assist in developing marketing strategies of the company.

5. Coordinating with the operations team in aligning the work processes as per customer's service requirements.

DESIRED CANDIDATE PROFILE

Education: UG - Any Graduate - Any Specialization

PG- Any Post Graduate - Any Specialization

1. Excellent English speaking and communication skills
2. Ability to influence and convince people.
3. Willing to travel for business promotion.
4. Degree in sales and marketing an added advantage.

SALARY – UPTO 1,80,000 PER ANNUM WITH INCENTIVES AND BONUS

All TPO's of respective institution are hereby directed to submit the compile data in excel format of all the eligible students and send the CV's in ZIP folder on or before 04th April 2015.

Note:- If any of the CV found separately (not enclosed in the ZIP Folder) will not be consider in any case.


(Prof. A.K. Saini)
Convenor

Copy to:

1. AR to Hon'ble VC – for info
2. PS to Registrar
3. Chairperson, CCGPC
4. All Placement Coordinators
5. Server Room – To upload it on the University Website.
6. Guard File