

Job Title: Ground Coordinator – Warehouse

Location: Haryana

Salary Range: ₹13,000 – ₹15,000 (Net Take Home)

Benefits: PF + ESIC

Key Responsibilities

- **Picking & Packing:** Ensure accurate picking of items as per order list and proper packaging for dispatch.
- **Loading & Unloading:** Assist in safe and timely loading/unloading of goods in warehouse and vehicles.
- **Inventory Handling:** Maintain proper record of goods movement and assist in stock counting.
- **Workplace Upkeep:** Maintain cleanliness and orderliness in warehouse operations area.
- **Coordination:** Support warehouse supervisor in day-to-day operations and follow instructions as per SOPs.

Requirements

- Minimum qualification: 10th / 12th pass.
- Fresher can apply
- Physically fit and willing to work in a fast-paced environment.
- Ability to handle manual work (lifting, moving packages).