

Bithika Innovates Private Limited invites applications from self motivated, sincere and goal oriented candidates for the following post and vacancies. Please read the instructions and advertisement carefully before applying.

Instructions:

1. All applications along with necessary documents must be self attested, scanned and forwarded to email id bithikainnovates@gmail.com with subject line as

APPLICATION FOR THE POST OF..... (Post Name).

2. Applications received with improper subject line will be summarily rejected.
3. Please adhere strictly to the advertisement and do not apply if you do not fulfil the employment criteria.
4. Please give valid email id and mobile number for future communications.
5. Selected applicants will be communicated via email only for interview on stipulated date and time.
6. Applicants must bring original certificates and Curriculum vitae duly completed, signed and with recent passport size coloured photograph duly affixed (not stapled) at the time of interview.
7. Selected eligible candidates will be issued offer letter and date of joining through email after any point of time based on company's requirement. No queries on date of joining will be entertained.
8. Company reserves the right to accept /reject applications.
9. Selection for the posts will be based on best eligible candidates per company's requirements and no (R) no queries from non selected candidates will be entertained.
10. Validity of advertisement: ***Till the time this advertisement appears in the website.***

Post: LOGISTIC ASSISTANT

No. of vacancies: 02

Gender: Male

Age limit: Must be above 18 years and below 30 years of age as on date of application.

Pay & Perks: 8000/- (includes Pay + Conveyance allowance + ESIC + EPF)

Job Profile:

- (a) To arrange and accompany outgoing shipments (both domestic & international) including product packaging, loading/unloading of product at facility and client sites etc.
- (b) Assist in managing inventory, maintain records and arranging incoming material in store.
- (c) Maintenance of workspace cleanliness and orderliness.
- (d) Complete administrative tasks.
- (e) To ensure safe and timely receipt of incoming consignments in liaison with transporter.
- (f) Field visits to various ports/transporter godowns and liaison with Customs and other necessary agencies to fulfil administrative obligations.

** The above job profile is not limited and is all exclusive.

Educational qualifications:

1. Minimum Class XIIth pass with ITI or equivalent in packaging technology with at least 50% marks or a CGPA of 5 (in a scale of 10) from a recognised university/ institute. Freshers may also apply.
2. Basic computer skills.
3. Must be proficient in reading, writing and speaking in English, Hindi and/or Bengali.

Experience criteria:

1. Must have minimum 0-3 years experience as a logistics assistant in a reputed company.
2. Must be experienced in handling domestic and international shipments.
3. Must have knowledge of basic computer skills.

Documents required:

- 1. Self attested, scanned copies of educational qualification certificates and Date of birth.**
- 2. Identity proof (any one of the following - Aadhar Card/ PAN Card/ Voter ID card)**
- 3. Last employer release letter and/or previous employer's pay certificate (compulsory)**
- 4. Experience certificates.**

Mode of application: **Online (through email only)**

*** Please forward curriculum vitae along with supporting documents to email id- bithikainnovates@gmail.com only. Phone calls/whatsapp messages will not be entertained.**