

Notice for Placement

Job opportunity for PG / Certificate Program in Supply Chain / Operations Management

Company Name:- **Ncr Corporation India PVT LTD**

Position:- **Logistics Coordinator**

Company Website:- www.ncr.com

Work Location:- **Mumbai / Vikhroli**

Company Background / About Company:

About NCR Corporation NCR Corporation (NYSE: NCR) is a global technology company leading how the world connects, interacts and transacts with business. NCR's assisted- and self-service solutions and comprehensive support services address the needs of retail, financial, travel, healthcare, hospitality, entertainment, gaming and public sector organizations in more than 100 countries. NCR (www.ncr.com) is headquartered in Duluth, Georgia.

Key Areas of Responsibility: Working within the EMEA Logistics Contact Centre based in Mumbai, the LC will be responsible for the sourcing and parts ordering of service logistics spare parts inventory for NCR field service engineers across EMEA. The LC will coordinate the delivery of parts to pre-determined destinations within the agreed customer service level agreements and is also responsible for the coordination of used/unused inventory being returned by the field engineers back into a central location. The LC will need to understand Customer needs and NCR's contractual commitment to both our Internal and external customers. The LC will also liaise with 3rd party providers, and will be responsible for ensuring that these suppliers deliver on time. Main Duties: * To ensure incoming parts requests submitted by the FSC (Field Service Call Centre) are accepted, parts sourced and delivered in a timely manner or within expected delivery targets. * To maintain voice communications with customer engineers and obtain regular progress updates on all work order issues. * To process customer engineers parts from In Transit receiving status to Engineers warehouse stock to ensure accurate stock records for part usage are kept by updating work order status. * To ensure the return of Good and Defective stock to NCR Central Parts Depot by the issuing of a unique In Transit tracking number to be used by the engineer upon the return of stock. * To process returned Goods by shipping In Transit tracking numbers to NCR Central Depot. * To communicate effectively through Remedy system to ensure the site collections by 3rd Party carriers are arranged efficiently. * To

produce and update accurately daily, Failure Report Forms and escalate to Operations Manager.

Key Skills:

Must be prepared to work in shifts, including night shifts.

Fluent written and spoken English mandatory.

Need to have good analytical skills.

Computer, and numerical literacy, knowledge of Microsoft office application like Outlook, Word, Excel and PowerPoint is a must. Knowledge of Logistics systems like Dispatch-1, SMC, Oracle application.

Telephony and good verbal communication skills are a definite requirement.

Experience within a Logistics environment would be advantageous.

Required Qualification:

Bachelor's Degree/ PG & Certificate Program in operations / Supply Chain Management.

Freshers with PG & Certificate Program in operations / Supply Chain Management.

Experience:

0-2 Years

Other / Special Requirements: Fluent English Communication

Remuneration: 2.5 lacs – 3 Lacs per annum

Interested Candidates can call and confirm their appointment for direct interview at the earliest:-

Contact Person: - Amrin Sayed Contact no: -02261954994

Interview: Walk In (20th April 2015- 25th April 2015) Time : 4pm -7pm

No of Opportunities : 3

Corporate Office: Level 2, Block B | Godrej Business Park | IT Park 02 | Godrej & Boyce Complex | Pirojshanagar | LBS Marg | Vikhroli (west) | Mumbai – 400079.