Rawmart

GET

Job Profile Details

Placement Cycle	**ARKA JAIN University - Placements 2024-25**
Job Location	Pune
Date of Visit	NA
Position Type	Full Time
Expected Hires	NA
Sector	Engineering - Core
CTC	INR 350000
Category	Level 2 - General
Description	JD: Graduate Engineer Trainee

Job Overview
We are seeking a dedicated and dynamic Graduate Trainee to join our operations
team. This role offers hands-on exposure to ground-level operations, logistics, and
dispatch activities, with an opportunity to gain in-depth knowledge of the production
and supply chain processes at Rawmart.
Key Responsibilities:
Vendor Visits and Coordination:
Conduct daily visits to vendors to oversee operational activities.
Facilitate communication between the company and vendors to ensure smooth
workflows.
Quality Reports and Test Collections:
Collect and review quality reports from vendors.
Handle test report collection and ensure timely sample dispatch to customers or
vendors.
Dispatch Supervision:
Be present during dispatches to monitor quality and process adherence.
Assist in packing, labelling, invoicing, and printing documents required for dispatch.
Courier Management:
Handle inward and outward courier logistics for samples and other operational
materials.
Coordinate with multiple courier services to ensure timely

deliveries.
Travel Requirements:
Travel daily (40-50 km radius) for vendor visits and courier management using a bike.
Material Collection and MRO Dispatch:
Oversee material collection and dispatch for maintenance, repair, and operations (MRO)
items.
Ensure proper tracking of MRO materials and maintain inventory records.
Qualifications:
B.Tech Mechanical or Aeronautics
Strong organizational and time management skills.
Proficiency in MS Office (Excel, Word, and Outlook).
Eager to learn, adapt, and take on new challenges.

Open for Courses

- **Jain - Arka Jain University Jharkhand**
  B.Tech
  1. Mechanical Engineering

Eligibility Criteria

B.Tech	*All students are eligible*
Work Experience Criteria	No work experience based criteria defined yet!
Allowed Genders	[Y] Male students [Y] Female students [Y] Other Genders
Backlogs	Students with backlog(s) not allowed

Hiring Workflow

Resume shortlisting	*No Venue/Time specified*

Additional Info

No additional information