

Warehouse Admin

Pragati Systems

Experience: 2-4 years

CTC: 2-3 LPA

Location: Bangalore

Job Description

Pragati Systems is looking for Warehouse Admin The Warehouse Admin is responsible for managing end-to-end warehouse operations including material inward, storage, inventory control, and outward dispatch. The role ensures accurate stock management, safety compliance, and smooth coordination with production, sales, and logistics teams.

Key Responsibilities

Inventory Management & Control: Overseeing the receiving, storing, and inventory accuracy of products (inward and outward). This includes performing regular inventory reconciliation, managing stock, and reducing deadwood or excess inventory.

Order Processing (Inbound & Outbound): Managing the daily flow of goods, including receiving, sorting, and scanning products. They are responsible for overseeing the picking, packing, and dispatching of orders.

Team Leadership & Management: Supervising, training, and evaluating warehouse staff, loaders, and helpers. This involves assigning workloads to meet daily productivity goals.

Safety & Compliance: Ensuring 100% compliance with safety protocols, including maintaining hygiene, organizing the warehouse, and conducting safety training.

Operational Reporting & Metrics: Tracking key performance indicators (KPIs) related to inventory, orders, and performance, and preparing daily/weekly reports.

Troubleshooting: Identifying and resolving issues in order fulfilment, such as damaged items or shipping delays.

Required Skills & Qualifications in India

Experience: 1–5 years in warehouse, e-commerce, or logistics operations, with experience in managing teams.

Technical Knowledge: Proficiency in Warehouse Management Systems (WMS), MS Office (especially Excel), and sometimes ERP systems like SAP.

Education: Typically a Graduate (any stream) or a degree in Logistics/Supply Chain.

Soft Skills: Strong communication, problem-solving abilities, and the ability to work in a fast-paced environment.

Physical Requirements: Ability to perform physical tasks like standing, walking, and lifting heavy items (up to 49 lbs).

Role: Warehouse Admin

Industry: Manufacturing

Functional Area: Warehouse Management

Employment Type: Full Time, Permanent

Role Category: Junior

Education

: Minimum: 12th Pass / Graduate, Diploma in Warehouse / Logistics preferred

Key Skills

Warehouse Operations, Inventory Control, Inward & Outward Process, Dispatch & Logistics Coordination, MS Excel / ERP Basics, & Documentation.

Contact Person

Rajesh Kumar
HR - Pragati Systems

About

Pragati Systems® is a leading Indian brand of office supplies, presentation products, educational and training aids, founded in 1985 in Indore by Mr. Manoj Jain. The company focuses on helping students, professionals, and organizations communicate effectively through smart display, training, and presentation solutions. With a strong team of over 175 professionals, three manufacturing units, 150+ product variants, and a wide dealer network across India, Pragati Systems serves millions of customers through both online and offline channels.

Its advanced manufacturing facility, spread over 1,00,000 sq. ft., is equipped with modern metal, plastic, and wood processing machinery. With capabilities such as CNC cutting, fabrication, plastic moulding, powder coating, and woodworking, the company produces high-quality office supplies, presentation products, and modular furniture solutions while maintaining strong quality standards and innovation

Products

We specialize in the manufacturing of an array of Office, Art and Educational Supplies. Our product range includes-

- Writing and Display Boards
- Magazine & Display Stands
- Art & Display Easels
- Flip-chart and Whiteboard Easels
- Welcome Boards and Lobby Stands
- Newspaper Reading Stands
- Ammonia Printing Machines
- Podiums and Lecture Stands
- Executive Cabin Desks
- Standard Tables
- Conference & Meeting Tables
- Workstations (Desking)
- Workstations (Cubicles)
- Reception Counter
- Wooden Storage Units
- Smart Desks & Dual Desks
- Computer Lab & Library Desks
- Science Labs
- Canteen & Cafeteria Furniture
- Library Racks
- Hostel Beds
- Office & Computer Tables
- Metal Storage Units
- Compactors
- Executive Chairs
- Revolving Chairs
- Visitor Chairs
- Study & Writing Pad Chairs
- Cafeteria & Lunch Chairs
- Office Sofas

What are we looking for?

Pragati Systems hires enthusiastic individuals who are passionate about making a significant impact to the organization and the world around them. But it's not just about GPAs and magna cum laude, we're looking for all-rounders, independent thinkers who thrive as part of a team. We recognize that everyone

is different and everyone will bring their own unique experiences and perspectives to the team.

Company Info

Website: <http://pragatisystems.com/>

Address: 35/B, Sector C, Sanwer Road, Indore - 452015 , Madhya Pradesh, India