

Job Title	Logistics Coordinator
Company	Brij & Co.
Location	Rai, Sonipat

Position Overview:

We are seeking a proactive and detail-oriented **Logistics Coordinator** to manage and streamline the movement of goods within our manufacturing setup. The role involves overseeing inward and outward logistics, ensuring timely dispatches, coordinating with transporters, and maintaining accurate records of all logistical activities to support our production and delivery timelines.

Key Responsibilities:

- Coordinate daily dispatches of finished garments to warehouses, and team.
- Monitor and manage inward logistics of raw materials, fabrics, trims, and accessories from suppliers.
- Ensure timely and safe transportation of goods, minimizing delays and damages.
- Prepare and manage logistics documents such as delivery challans, GRNs, gate passes, transport invoices, etc.
- Coordinate with the production, finishing, and warehouse teams for smooth handover and dispatch.
- Liaise with vendors and transport agencies for booking, tracking, and negotiating logistics costs.
- Maintain stock and dispatch records, and update ERP or Excel reports regularly.
- Track shipments and resolve any delivery or transportation issues promptly.
- Support shipments, including coordination of documentation and courier handovers.
- Work towards optimizing freight costs and delivery timelines.

Qualification and Skills Required:

- Graduate in supply chain, Logistics or related field
- 5+ years of experience in logistics coordination, preferably in garment industry.
- Good knowledge of domestic transport operations and documentations.
- Proficient in MS Excel.
- Ability to work under pressure and meet tight deadlines.

How to Apply:

Please submit your resume and portfolio at **jobs@brij.com** and why you are the ideal candidate for this position.

Benefits:

- Competitive Salary
- Health Insurance
- Opportunities for professional development and growth

Brij & Co

manufacturers & exporters : t-shirts, shirts, caps & uniforms

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