

Job Description

Assistant Manager/Manager- Operations

Company Detail:

NICDC Logistics Data Services Limited (NLDL) was incorporated on 30th December 2015, as a joint venture between Government of India represented by National Industrial Corridor Development and Implementation Trust (NICDIT) and Japanese IT major NEC Corporation, with 50:50 equity participation with the objective of effectively leveraging ICT across the Indian Logistics Sector, inculcate best practices across the various processes and work towards bringing in efficiency in the supply chain. The company aims at bringing visibility and transparency in Logistics environment, streamline the operations across the supply chain and help in government's plan of improving the Ease of Doing Business in India. For more detail log on to www.nldsl.in

Role:

The major role of Assistant Manager/Manager- Operations is to assist Head Office by keeping his/her presence in the region. Incumbent would be responsible to plan, direct, coordinate with stakeholders to drive smooth operations on the whole.

Responsibilities:

- Work as a SPOC for the organization at the region and manage day-to-day operations in coordination with port officials and field operations team.
- Execute all the project implementations to provide the desired service levels in the region as defined by the organization's business operating plans and strategic objectives.
- Ensure the achievement of project milestones in time, and improvement of resources and cost control.
- Collaborate with all project stakeholders to ensure that the appropriate facility is available for site implementation and operations in the region.
- Lead the daily/weekly/monthly reviews, prepare all data and metrics for review by senior management, identify gaps and scenarios that must be presented, guide the senior management on final decision making on open items and prepare escalations where appropriate.
- Recommend and maintain optimal inventory levels at various stages during the operations in order to achieve service objectives.
- Ensure smooth commissioning of sites by getting permission from stakeholders i.e. ports, Customs, CFSs, ICDs, NHA and trade associations.
- Define the operation objectives and procedures and ensure operations quality has been maintained for the region.
- Assist in quantifying and defining scope for realizing new business opportunities in the region.
- Ensure monthly invoice acceptance from the port terminals in the region and payment collection with the coordination of accounts team.
- Select, implement, execute, document and share the "best practice" methods, processes and ideas across the vendors during all the phases of the project to drive continuous improvements in all aspects of implementations and operations.
- Participate and execute all regional and other activities.

Education and Certifications:

- Mandatory – Bachelor’s degree (Engineering preferred); PMP Certification preferable.
- Desirable – Master’s degree (Any)

Technical Skills, Knowledge & Abilities

- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Creative, analytical, problem-solving and innovative skills.
- Time management and priority setting skills with ability to meet deadlines.
- Proactive, task driven and positive attitude.
- Excellent in planning, coordinating, collaborating and liaising.
- Excellent in Communication and interpersonal skills.
- Knowledge on functions of various logistics players (Port terminals, CFS/ICDs, etc.) in India.
- Knowledge on basic IT Infrastructure.
- Knowledge on RFID technology.
- Self-driven and good in decision making.
- Experience in working any Govt. project involving IT infrastructure implementation operations
- Flexible and self-motivated
- Understanding of Government and Corporate working culture and protocols
- Proficient knowledge of MS Office

Work Experience:

- 5-8yrs experience in expected role
- Experience in working with any Govt. project involving Ministry of Transport, rail and(or) shipping.