



JOB DESCRIPTION

Role: Entry / Junior

Department: Logistics

Experience: 1-2yrs (In Aviation Industry)

Location: – New Delhi, India

Position and remuneration: As per Industry and experience

Arrow Aviation Services is seeking a dedicated and organized **Stores & Logistics Executive** with experience in the aviation industry to join our team.

Responsibilities:

- Manage daily store operations: receiving, issuing, inventory control
- Maintain stock records and update ERP/Inventory systems
- Coordinate inbound and outbound logistics
- Prepare shipping documents, packing lists, and GRNs
- Ensure timely dispatches and track deliveries
- Conduct stock audits and reconcile discrepancies
- Prepare custom clearing documents and coordinate with CHA/customs

Requirements:

- Graduate in Supply Chain, Logistics, Commerce, or related field
- 1–2 years of experience in stores or logistics operations (**aviation industry**)
- Knowledge of warehouse procedures and inventory management
- Familiarity with ERP/Tally/SAP is an added advantage
- Good communication, coordination, and problem-solving skills

For applications, please email: **career@arrowaviation.com**

Website: **www.arrowaviation.com**