Job Description: Officer – Logistics Operations

Position Title

Officer – Logistics Operations

Educational Qualification

MBA/PGDBM/PGDBA in Logistics & Supply Chain Management, Marketing or related field

Job Location

PAN India (Relocation flexibility is mandatory)

Role Objective

This role is designed to support and manage key logistics and supply chain operations, ensuring efficiency, compliance, client acquisition/market development, relationship management and customer satisfaction. It also serves as a strong foundation for future leadership opportunities in logistics and supply chain management.

Key Responsibilities

Business Development Support

- Contribute toward achieving business growth targets.
- Support initiatives that enhance efficiency and profitability.

Process Support & Coordination:

- Assist in daily logistics operations including inventory management, order processing, and shipment tracking.
- Coordinate with vendors, transporters, and warehouse teams to ensure timely deliveries.

Data Analysis & Reporting:

- Use of Excel/ ERP systems to analyze operational data (delivery times, costs, inventory levels).
- Prepare reports to help identify bottlenecks and inefficiencies.

Compliance & Documentation:

- Ensure shipment, customs, and regulatory documentation accuracy.
- Learn and apply ISO standards, safety protocols, and quality checks.

Customer Service Support:

- Maintain high service standards and manage customer expectations.
- Resolve issues promptly and strengthen customer engagement.

Technology & Tools Exposure:

- Gain hands-on experience with logistics software (SAP/WMS).
- Contribute to automation and GEN AI initiatives.

Continuous Improvement:

- Participate in process improvement projects (reducing delivery time, optimizing routes).

- Share ideas based on operational insights.

Cost Control & Compliance

- Monitor operational costs and suggest cost-optimization strategies.
- Support audits, corrective actions, and compliance requirements.

Learning & Development

- Participate in structured training programs.
- Share knowledge with peers and adhere to company policies.
- Continuously upgrade skills in logistics and supply chain.

Compensation & Benefits

- Annual Cost To Company: 4,50,000 LPA
- Retention Incentive: 25,000 Rs upon successful completion of 6-month probation based on performance and further payouts as per company policy.
- Perks (included in CTC):
    - Provident Fund and Gratuity (as per statutory norms)
    - Group Personal Accident Insurance
    - Medical Insurance (coverage for self, spouse, parents, and up to 2 children)
    - Company-provided uniform (2 shirts annually)

Eligibility Criteria

- MBA/PGDBM in Logistics, Supply Chain, Marketing Automobile or related field (preferably 2026 graduating batch)
- Fresh graduates are welcome to apply
- Willingness to relocate and work across PAN India locations
- Strong analytical, problem-solving, and interpersonal skills
- Agility in learning, “can-do” attitude, and readiness to contribute to company success

About Transport Corporation of India Limited (TCIL)

Transport Corporation of India Ltd. (TCI), founded in 1958 and headquartered in Gurugram, is India’s leading integrated multimodal logistics and supply chain solutions provider. With a presence across India, having 1400 owned offices. TCI offers services spanning freight forwarding, coastal shipping, warehousing, rail and road transport, and cold chain logistics. The company is ISO 9001:2015 certified and is known for pioneering innovations in cargo transportation and logistics infrastructure

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