

**We are urgently looking for  
Damage Control Coordinator  
Location: Lahore**



**Job Description:**

- ▶ **Title:** Damage Control Coordinator
- ▶ **Location:** Lahore
- ▶ **Salary:** Market Competitive

**Job Specifications:**

- ▶ **Qualifications:** Graduate
- ▶ **Experience:** 2 to 3 years
- ▶ **Knowledge:** Well-known to local towns of Lahore region
- ▶ **Require:** Should have Own bike

**Skills/ Requirements:**

- ▶ Understanding market insight
- ▶ Pro-activeness, self-motivated, influencing skills

**Main Responsibilities:**

- ▶ Collaborates with internal teams /clients to prepare the damage report.
- ▶ Investigate and evaluate cause and extent of damage.
- ▶ Coordinate with sales departments and provide/gather stock details all the time.
- ▶ Prepare and reconcile all daily cycle count processes and prepare reports within timeframe.
- ▶ Prepare reports for damage/ damage control and maintain records of number of items.
- ▶ Monitor all damage material related issues and ensure effective resolution.
- ▶ Perform random audit of stock according to company policies and procedures.

**Candidates having relevant experience and qualification can send their updated profile,  
till **November 03, 2020.****