

Position Title: Trainee-Process Coordinator

Company Name: Param Dairy Limited

Location: Karol Bagh

Employment type: - Full time

About the company: - www.paramdairy.com

Job profile: - Process Coordinator Trainee

Skills/Qualification Requirements: - Graduate (2024-2025)

Job Description: - Key Responsibilities:

- Coordinate and ensure timely completion and accuracy of entries in systems such as FMS (Flow Management System) and IMS (Inventory Management System)
- Monitor compliance of operational and departmental checklists
- Maintain accurate records of pending, delayed, or non-compliant entries and escalate issues appropriately
- Prepare detailed performance reports highlighting delays, gaps, and improvement areas
- Communicate with relevant teams and department heads to ensure accountability and follow-through
- Identify recurring issues and contribute to process improvement through data analysis and structured feedback
- Lead or support process improvement initiatives (Kaizens) to enhance operational efficiency
- Submit consolidated reports to management with actionable insights and suggestions

Job Shift Timings: - 10:00 am to 6:00 pm

Salary details: - The starting salary will be ₹12,000 per month. After 6 months, based on performance evaluation, it will be revised to ₹15,000 per month.

No. of Openings: - 2

Service Agreement: - No.