# P.S. Exports & Consolidates Pvt Ltd

**14, Race Course Road, Guindy, Chennai 600032 Tel: 044 – 66848484.**

| **Job Description: Operations "Finishing Incharge" - Full Time.** | |
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| Job Title: | Finishing Incharge - Apparels, Accessories & Fabric |
| Location: | Guindy, Chennai |
| Reporting To: | This Position reports to the Production Manager & Factory Manager |
| Responsibilities: | Very excellent knowledge in production planning and Target achievements person Needed. |
| Job Responsibilities: | ➢ Ensure packing as per buyer's instruction (ratio, assortment, poly bag quality, tagging style, marking or labelling cartons etc.).<br>➢ Complete packing an order before final inspection.<br>➢ Preparing packing list and forward it respective merchants production managers.<br>➢ Keeping record of all shipped orders, left out pieces and informing the same to production manager.<br>➢ Giving instruction to the packing, folding team about the packing requirement time to time and buyer specific.<br>➢ Chasing finishing department for goods |
| Education /Qualification : | 1. A college degree and **Minimum of 5-10 years** of experience or above |

Apply to: careers@kel.psagroupindia.in , Mention "**Application for Finishing Incharge**" in subject area. Please specify in email as applying for the full time job.

Job Posted on **29th Tuesday , May-2018**.