



SUMMARY:-

Role : Asst. Officer- Stores
Experience : Min. 1 Year
No. of Vacancies : 2
Education : Any Graduation / Post Graduation
Industry Type : Pharmaceuticals / Manufacturing Unit
Functional Area : Store Management, Inventory Control
Age : Min. 21 Years

DESIRED CANDIDATE PROFILE:-

- Good communication skills in English, both verbal & written
- Excellent knowledge in Inventory Control, LIFO & FIFO System
- Coordination with other departments to achieve Production Plan
- Excellent communication, teamwork with purchase & Production Department
- Experience in procurement of raw material & dispatch of finished goods
- Knowledge of issue of Material receipt of RM & PM, Dispensing of raw material, Issue of packaging material

JOB DESCRIPTION:-

Responsible for carrying out the following activities:

- Receiving of Raw materials, PPM & Secondary Packing Materials as per SOP.
- Dispensing of Raw Materials , PPM & Secondary Packing Materials
- Updating the entries for receipt & dispensed material in bin card system
- Updating the Logbooks & daily GMP Records