



SUMMARY:-

Role : Executive- Stores
Experience : Min. 3 Years
Education : Any Graduation/Post Graduation
Industry Type : Pharmaceuticals / Manufacturing Unit
Functional Area : Store Management, Inventory Control
Age : Min. 26 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 and Packing Materials as per SOP.
- Dispensing of Raw Material & Packing Material.
- Updating the entries for receipt & dispensed material in ERP and bin card system
- Updating the Logbooks & daily GMP Records.