



SUMMARY:-

Role : Officer- Stores
Experience : Min. 2 Years
Education : Any Graduation/Post Graduation
Industry Type : Pharmaceuticals / Manufacturing Unit
Functional Area : Store Management, Inventory Control
Age : Min. 25 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:

- Preparation of Daily, weekly & Monthly RM & PM requirement, stock statements & execution for the same.
- Preparation of RM/PM shortages list stock product wise.
- Conducting Physical verification of Packaging material.
- Generating issue entry into the ERP System.
- Daily calibration of the Electronic Weight balance.
- Dispensing of Secondary Packaging material
- Preparation of stock verification of RM/PM as and when required.