***One of India’s leading producers of fertilizers and industrial chemicals,***

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees’ capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

**JOB DESCRIPTION**

*Designation:* Sr. Manager – Stores *Function:* Stores In charge

*Location: K1, Taloja Sector: Manufacturing*

*Purpose of the Job:*

* Control on Material Master Across the Deepak
* Help to user in SAP in related problem (trouble shooter)
* Administration of all receipted activity.
* Project and Assets accounting and reconciliation.
* Precious Metal (Catalyst) receipt and issue documentation and accounting.
* MIS REPORT
* Maintain stores as per SOP, ISO, & cleaning as per 5s
* Services to user-transport,(transport, courier, export & collection of repaired items

**Overview/ Responsibilities: As a < Sr.Manager-Stores>, you will be expected to:**

|  |  |
| --- | --- |
| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| * Controlling and Maintaining Material Master across Deepak for all organisation | * Generating of all type of Material Master across Deepak * As per user request generate new code within 2 working days and same inform to end user ( DFTP, DTAN, ABFS, MARTKETING ) * Check inter changeability, Avoid duplication of items. * Modification of Master as per user. * Extention of valuation class as per need base. * Add deletion of Tag * Proper allocation of valuation class. * Extention of Plant and Store location * Addition of level as per approved format. * Users query related to SAP system |
| Administer in receipt section activity. | * Overall control on receipt activity. * Proper, unloading arrangement of new receipt of items with safety measurement and avoid accident and damages of items. * Collection of items in time to avoid demurrage * As per PO and invoice generate excise entry in system to avail the Modvat. * Any discrepancy of items inform to vendor and end user. * Fortnightly follow up with end user of inspection of items * Reconciliation of Daily receipt items with Gate Entry. * Generating status of rejected items and Pending delivery challan. * Control on movement of Inspected items to inventory section with reconciliation. * Capital / Assets items proper stores and generation of status of Capital items (Quarterly) |
| Precious Metal Documentation and Reconciliation. | * As per email from purchase, take proper arrangement, handing over precious metal charge for reprocessing with weighing. * Generation of Returnable Gate Pass * Proper arrangement for new receipted precious Metal charge with checking weighing. * Intimation to concern user and collect the ket from account. * Proper documentation ( Transfer, Receipt, Issue and SAM) in system. * Maintain register in strong room * Issue charge as per user requirement. * Reconciliation of Precious Metal stock with end user. |
| Project / Assets accounting and reconciliation   * Identified surplus and obsolete items | * Handling of receipt, issue and return of project and assets items * Issues from surplus stock to Project. * Reconciliation of Projects and Assets items. * Implement Store Assets Job * Every six month generate the list of inventory (Deal, Non and slow moving with consumption and handed over to end user ) * Joint inspection with End user for identified obsolete items. * As per user recommendation generate obsolete list. * After approved obsolete list generate the new code of obsolete and transfer the stock from inventory to obsolete inventory. * After disposal of obsolete items generate SAM (remove stock from obsolete inventory) |
| * Effective Communication / arrangement with internal and External customer | * As per requirement of user, buyer and PO arrangement of transport facility for internal and external material movement. * Arrange Insurance while export the items for repairs. * Certification of Transport and contractors bills. * Generate PR and Service entry of all stores and Purchase department. * Arranging Packing for Repairs items. * Arranging courier for material sending for repairs items. * Fpllow up of items with purchase for stock out items (leval base) * Arrangement of Cylinder timely to avoid stock out situation. * Attend system related problem of end user. * Control on level base item. Generate PR in system for additional quantity as per requirement of user after verification. |
| * Proper implementation and adoption of ISO 9001, ISO 14001 and OSHAS Activity * Preservation and housekeeping (5S) * Establishment and sustenance of TQM * IMS Documentation | * Proper co-ordination with MR * Attend Internal & External auditor. * Reply and compliance of all audit observation and NC * Generating SOP / OP and implementation the same * Strictly follow up ISO activity with internal and external customer * Taking Objective of QMS and IMS for further improvement. * Arrangement of training of ISO to subordinate. * All critical spares preserve as per user instruction ( All type cards, rubber items, bearing, critical instrumentation and electrical items.) * Critical mechanical spares wrap with plastic film to avoid deterioration and pilferage. * To clean and properly arrange spares in Godown and Bin * Follow the TQM Practice and maintain the same. * Preparation of IMS documents |
| MIS Reports | 1)Rejected items - Monthly  2) Asset items - Quartile  3)Stores MIS - Monthly  4)Dead,slow,Non moved - Six month  5)Inspection Pending - Fortnight  6)Precious Metal - Quartile. |
| * Cenvat Credit on input and Capital goods | * Ensure that Cenvat amount is properly accounted while preparing the Migo. |
| * EHS And Statutory Compliance | * Percolating the need of EHSQ at the highest priority in whatever we do. * To lead the establishment of Benchmark EHS practices in Engineering. * Compliance to all statutory standards using live IMS documents, e.g. statutory compliances disposal of batteries & Hazardous waste etc. |
| * Self and Subordinate Development on a continual basis | * To identify, plan and facilitate domain and managerial training to the individuals in order to develop the new skills. |
| ***Educational Qualifications*** | ***Total years of experience*** |
| B. Com / B. Sc. – With SAP-MM knowledge | 10 To 12 years of experience in all kind of benchmark maintenance practice of Chemicals/ Fertilizers / Petrochemicals Plant. |
| ***Technical /Functional Expertise:*** | |
| * Sound Technical Knowledge of Benchmark Store functions * Knowledge of Inventory * System orientation * Planning before execution * Knowledge on applicable statutory requirement. * Knowledge on IMS. | |