



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: Manager - Stores

Function: Commercial / Stores

Location: Vashi

Sector: Projects

Purpose of the Job: To guide, direct and run the functions of Stores and its allied branches by providing excellent services to internal customers through laid down SAP Systems / DOA & laid down SOP's. The incumbent shall be Custodian of materials. Exposure to Industrial warehousing / Inventory management / Logistic. Functional exposure in SAP, Sound co-ordination with all stakeholders.

Overview/ Responsibilities: As a "Manager – Stores", you will be expected to:

<i>Key Accountabilities for the position</i>	<i>Major Tasks for the position</i>
* Heading the 'incoming store function, supervising the receipts, issue and storage of goods (Capital Goods, Finished goods, raw materials, consumables, chemicals, spares and company incoming materials.)	Receiving all the incoming consignment from external vendor against purchasing document, its documentation, inspection, preservation and accounting. Issuance of Materials to Users / Contractors and its documentation. Monitoring routine delivery schedule Prepares and reviews delivery documents Loading, unloading, moving and storing material according to delivery documents
Planning the inventory level based on existing level & business requirements, managing the stocks, ensuring cost optimization	Fixation of stock levels for consumables / spares in consultation with user & procurement group.

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<p>Ensure Proper Control on the material movement through Returnable / Non Returnable gate pass system.</p>	<p>The Non Returnable gate pass & Non returnable gate pass are released as per the laid down SOP.</p>
<p>Maximizing the returns from scrap sale and managing the entire sales process</p>	<p>Scrap collection from various plant designated location. It's sorting and storage. Documentations and advertisement in co-ordination with procurement group. Physical inspection of Material to the external scrap customer. Tendering procedure and contract finalization, management approval. Deliveries to the scrap customer</p>
<p>Create, monitor and control operational plans for store including staffing levels and stock levels with an eye to maximizing efficiency and minimizing waste.</p>	<p>Use accurate reporting and actively seek customer feedback to monitor the performance of the store and analyse trends so that we can adapt operation best to meet the needs of the market.</p> <p>Contribute to profitability through constant, well planned efforts to increase sales and control the costs of the store.</p>
<p>Project Stores Management</p>	<p>Managing the new projects stores management & its proper material reconciliation and accounting.</p> <p>Physical Material movement including system accounting.</p>
<p>Identification of Obsolete & Surplus Material</p>	<p>Identification of obsolete and surplus inventory</p> <p>List circulation to the end users</p> <p>Recommendation on alternative use</p> <p>Getting individual users preliminary approval for the surplus & obsolete material with justification.</p>

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	<p>List consolidation and put up for final management approval.</p> <p>Once approval obtained then its re-codification and transfer entries in the books of accounts.</p> <p>Physical sorting & preservation of obsolete and surplus material.</p>
Material Preservation	Ensure that receipted material kept in storage is as per recommended storage practice and also in proper manner to avoid pilferage and damages'
Maintaining Statutory / Mandatory safety / environmental / Hazardous activities within the Stores area.	Ensure proper housekeeping is maintained with the stores area. Each activities are performed with reference to laid down SOP.
Material Issues	Ensure that No Material is issued without proper valid documents.
Material Accounting.	All the receipted & Issued / sold material are properly accounted & documented in the system.
Bill Certifications	<p>The contract activities and freight bill certification is done through the SAP system.</p> <p>Its approval & certification for final payment.</p>
Inventory Reporting :	Evaluates inventory on hand and reports to the management
Internal / External audit of ISO 9001, ISO 14001 and OHSAS 18001 system & USP	Follow the laid down best practices as per the ISO / USP procedure
Budgeting :	Budget preparation for departmental activities
Educational Qualifications	Total years of experience
<ul style="list-style-type: none"> ▪ Diploma in Engineering with additional qualifications in Materials / Warehousing / Logistics management. Or ▪ Graduate / Post-Graduate in Commerce / Science with additional qualifications in Materials / Warehousing / Logistics management. 	<ul style="list-style-type: none"> ▪ Minimum 10 years relevant experience in Inventory / Logistics / Ware Housing. in case of Dip in Engg and Minimum 15 years relevant experience in case of Graduate / Post-Graduate in Science / Commerce

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Technical /Functional Expertise:

- Hands on experience in running "Stores" functions of Medium / large Chemical / Petrochemical Company.
- In-depth knowledge of Inventory control. Should be a good logistic planner.
- Knowledge & Experience in working with SAP Systems MM module.

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