



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: Materials

Location: K8

Sector: Manufacturing

Purpose of the Job:

This position is responsible for maintaining of store with accountability of receipt, issue, transfer and reconciliation of all type of Goods.

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

<i>Key Accountabilities for the position</i>	<i>Major Tasks for the position</i>
<ul style="list-style-type: none">▪ Monitors maintain & control inventory	<ul style="list-style-type: none">▪ Review the receipt and accounting of all incoming material.▪ Review handling, storage and preservation of all material.▪ Analyze the variances in the inventory levels and correct the gaps in consultation with user depts. & approval of top management.
<ul style="list-style-type: none">▪ Controlling receipts, issues & preservation of materials	<ul style="list-style-type: none">▪ Timely processing receipts & posting of reservation notes in sap.▪ Timely forwarding of tax & excise invoice to accounts / excise dept.▪ Ensuring availability of materials in stock at designated location with correct quantity.▪ Preservation of materials as per methodology adopted.
<ul style="list-style-type: none">▪ Scrap management	<ul style="list-style-type: none">▪ Providing scrap quantities for E-auction.▪ Plan & execute scrap disposal activity as per sop.▪ Maintain records of scrap gate passes & invoices.

"We believe together we can achieve excellence! "



	<ul style="list-style-type: none"> ▪ Identify the surplus/obsolete material and get approval from the top management for disposal ▪ Providing reports to top management / excise dept.
<ul style="list-style-type: none"> ▪ RGP/NRGP 	<ul style="list-style-type: none"> ▪ Maintaining outgoing & incoming record ▪ Take necessarily follow up with users by providing monthly status ▪ Providing report of pending & overdue rgps to top management
Educational Qualifications	Total years of experience
<ul style="list-style-type: none"> ▪ Graduate with Diploma in Material Management 	<ul style="list-style-type: none"> ▪ 5-7 years of exp
Technical /Functional Expertise:	
<ul style="list-style-type: none"> ▪ Knowledge of inventory control techniques. ▪ Knowledge of material management & accounting. ▪ Knowledge of excise rules. ▪ Knowledge of sap 	

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