



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: Purchase

Location: K1 Taloja, Navi Mumbai

Sector: Manufacturing

Purpose of the Job: This position is responsible for maintaining of store with accountability of scrap disposal, inventory control and receipt of all type of Goods.

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> |
|---|---|
| Attending of Scrap activity | <ul style="list-style-type: none">• To attend the scrap loading duty as per turn.• Attend for disposal of scrap as per SOP with proper documentation if required. |
| Responsible for Receipt of All Engineering, Chemicals, Raw Materials and packing. | <ul style="list-style-type: none">• Coordinating with the purchase, users and, vendors for the receipt of material.• Checking of documents with reference to purchase order.• Checking and Counting of material.• Tagging of Material.• Provide Information to the users for the timely inspection of material.• Provide daily information to the users about the receipt of the material.• On receipt of approval from laboratory to arrange unloading of material to their respective places. |
| Administrate the stock, supplies and inventories | <ul style="list-style-type: none">• Generate and maintain all records pertaining to the stores function. |

"We believe together we can achieve excellence! "



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| | <ul style="list-style-type: none"> • Analyze store stocks and ask buyer to take necessary procurement action • After inspection of material , Physical handover the material to the inventory section. • Provide the proper information about the material stock to all internal customers • Supervise stock, storage space and preservation standards of all material. • Full support to the project group on the project materials. This includes additional space identification for the project material. • |
| <i>Educational Qualifications</i> | <i>Total years of experience</i> |
| B.Com/B Sc | 4 - 8 years of experience in all kind of benchmark maintenance practice of Chemicals/ Fertilizers / Petrochemicals Plant |
| <i>Technical /Functional Expertise:</i> | |
| <ul style="list-style-type: none"> • Sound Technical Knowledge of Benchmark Store functions • Knowledge of Inventory • System orientation • Planning before execution • Knowledge on applicable statutory requirement. • Knowledge on IMS. | |

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