



SUMMARY:-

Role : Officer _ Stores
Experience : 3 – 5 years
Education : Any graduation
Industry type : Pharmaceuticals / Manufacturing unit
Functional Area : Store Management, Inventory Control etc.
Age : 25 – 35 yrs.

DESIRED CANDIDATE PROFILE:-

- Good communication skills in English, both verbal as well as written.
- Excellent knowledge in Inventory Control, LIFO & FIFO system.
- Co-ordination with other departments to achieve Production plan.
- Excellent communication, teamwork with purchase & production department.
- Experience in procurement of raw material and dispatch of finished goods.
- Knowledge of issue of Material Receipt of RM & PM, Dispensing of Raw material, Issue Of packaging material.

JOB DESCRIPTION:-

- 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.