



SUMMARY:-

Role : Manager – Stores
Experience : 6 to 8 years.
Education : Any Graduation + Management Degree
Industry type : Pharmaceutical - Formulation
Functional Area : Store activity Material Management & Inventory Control
Age : 35 to 40 years.

DESIRED CANDIDATE PROFILE:-

- Any Graduation + Management Degree
- Minimum 5+ year's pharmaceutical purchase & excise experience, ideally in injectables
- Good knowledge of written and spoken English, and a sound understanding of working with standard software (ERP System).
- Team player, self driven, taking initiative, enthusiastic.
- Analytical and communicative, creative problem solving.
- Flexible, ability to work independently.
- Ability to work under pressure.

JOB DESCRIPTION:-

- Handling of overall stores activities from receipt to dispensing and documentation.
- Facing & handling various audits.
- Timely and accurate planning & gathering information of RM & PM availability.
- Follow-up with Suppliers and Purchase as per Production Plan.
- Co-ordinating with Production, PPIC, QA for Material availability as per Production & Dispatch plan.
- To ensure proper receipt of raw material in terms of quantity and quality.
- To ensure proper storage of material as per the requirements.
- To ensure dispensing activities.
- To maintain inventory control.
- To ensure GMP documentation – Preparation of SOP
- Co-ordination & Follow-up with LL Parties and suppliers.
- Training to Junior colleagues.