



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/Sr. Manager*

Function: *STORE*

Location: *DAHEJ*

Sector: *MANUFACTURING*

Purpose of the Job: *STORE INCHARGE FOR DAHEJ SITE*

Overview/ Responsibilities: *As a Store In-charge, 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">• Monitor 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.• Analyse 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.• Identify the surplus/obsolete material and get approval from the top management for disposal

"We believe together we can achieve excellence! "



	<ul style="list-style-type: none"> • 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 necessary follow up with users by providing monthly status • Providing report of pending & overdue rgps to top management
<ul style="list-style-type: none"> • Other assignments 	<ul style="list-style-type: none"> • Maintaining iso records • Facing iso internal / external audits. • Attending internal audits as per internal audit programme. • Providing on job / functional trainings to the team members of dept.
<ul style="list-style-type: none"> • Educational qualifications 	<ul style="list-style-type: none"> • Total years of experience
<ul style="list-style-type: none"> • Any graduate with diploma in materials management 	<ul style="list-style-type: none"> • 5-10 years in stores. Out of that at least 3 years in leadership role in stores • Knowledge of sap
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 	
Behavioural Competencies (List only 3- 5 specific behavioural competencies)	
<ul style="list-style-type: none"> • Result oriented • Believe in teamwork • Self-motivated • Leadership • Proactive 	
Personality (List only 3- 5 specific personality characteristics)	
<ul style="list-style-type: none"> • Calculative • Result oriented 	

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