

Store Supervisor:

The purpose of this position is to receive, quantify, store and issue materials to the intended users within the plant. Also upkeep the engineering stores and handle the receiving and storage of project equipment. Can keep records and compile stock reports time to time.

Roles and Responsibilities:

- Planning for dispatch & finished goods, checking of stock of finished goods, co-ordinate with internal & external interfaces, timely & accurate dispatches of FG, Stock audit
- Will be responsible for the overall operations of the company's warehousing aspects & managing/foreseeing all warehouse operations & reports.
- Should properly coordinate & communicate with the unit team members for smooth & transparent supply chain operations.
- Should monitor all inventory control processes and document all procedures to maintain all equipment and tools.
- Should monitor all procurement requests of facilities, ensure accuracy in all inbound inventory, and maintain records for the same.
- Should prepare and update all required paperwork on regular basis and ensure accuracy in all inventory records and resolve issues if any.
- Should monitor work of all inventory control personnel, ensure achievement of all objectives and provide improvements to same if required.
- Should train employees and staff in all inventory control processes according to manual and update processes if required.
- Should adhere to any other duties & responsibilities as and when required.
- Cleaned the store facilities, including sweeping, dusting and reshelving items.

Location: Ankleshwar, Gujarat

Qualification: Any Graduate, MBA Preferred

Experience: 1-3 years' experience.

Job Type: Full-time

Salary: 12000 to 20000 Per month / Negotiable for Right Candidate

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