**JOB DESCRIPTION**

**Position Title:** Store Incharge  
**Reports To:** Manager – Stores  
**Department:** Stores & Logistics  
**Minimum Qualification:**  ITI/ Diploma / Degree   
**Minimum Work Experience:** 2 - 3 Years

**Primary Duties**

* Receiving, storing, and organizing inventory in the store area.
* Maintain accurate records of stock levels and assist in inventory management
* Keep the store clean, organized, and visually appealing
* Stocking shelves and maintaining adequate stock levels
* Collaborate with team members to ensure smooth store operations
* Follow company policies and procedures regarding safety and security measures
* After daily monitoring minimum stock level, material request procurement plan to send to purchase on every month.
* Receiving goods and verify the material received are as per relevant Purchase Orders.
* Ensure that all material, inspected and accepted by QA are only taken to stock.
* Exercise control on issuing /receiving material to production and service.

**Secondary Duties**

* Ensure that all material, inspected and accepted by QA are only taken to stock.
* Exercise control on issuing /receiving material to production and service.
* Scrap decision shall be taken with the consent of manager Store every month for items declared as rejection/ scrap
* Issue the materials against as per the production plan against the material request from production.
* Prepare delivery notes /DCs/STN and required documents for stock transfer
* "Returned items from production shall be received only with proper documents and these items are to be forwarded to QA for verification and to sort out a) Good b) Can be used after rework c) Rejection/Scrap"
* Non-moving items report be prepared on monthly basis and make arrangements for disposal with the approval Store Head & Unit Head.
* Co-ordination with Service for the replacements to be done without delay on warrantee period.

**Skills Required**

* Team adaptability
* Problem Solving Skills
* Time Management
* Delegation of work

**Location**  Bangalore

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