

JOB DESCRIPTION	
Position Title	Store In charge
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
	Maintenance of the required minimum stock level as per the approved list for RM & FG.
	After daily monitoring of the minimum stock level, a material request procurement plan to sent to purchase every month.
	Receiving goods and verifying the material received is as per relevant Purchase Orders.
	Ensure that all materials, inspected and accepted by QA are only taken to stock.
Secondary Duties	Exercise control on issuing /receiving material to production and service.
	Ensure that all materials, inspected and accepted by QA are only taken to stock.
	Exercise control on issuing /receiving material to production and service.
	Scrap decisions shall be taken with the consent of the manager Store every month for items declared as rejection/ scrap
	Issue the materials against 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 arrangements for disposal with the approval Store Head & Unit Head.
Coordination with Service for the replacements to be done without delay on warranty period.	
Skills Required	Team adaptability
	Problem-Solving Skills
	Time Management
	Delegation of work
Location	Bangalore
Email ID	jobs@hykonindia.com
Contact	85930 75050

Hykon India Limited

Hykon House, Ikkandawarrier Road, Thrissur-680001, Kerala, India. ☎ 0487-2444163/183 🌐 ho@hykonindia.com



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www.hykonindia.com

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