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Store Executive

Job Location

Khunti, Chowka

Description

Position: Store Executive

Department: Stores/Inventory Management

Reports To: Store Manager/Operations Manager

Location: Purulia, West Bengal

Employment Type: Full-Time

Date posted

January 17, 2025

Job Summary:

We are looking for a detail-oriented and organized Store Executive to oversee daily store operations, manage inventory, and ensure efficient stock management. The Store Executive will play a crucial role in maintaining optimal stock levels, coordinating with suppliers, and supporting the smooth functioning of the store.

Responsibilities

Inventory Management

1. Maintain accurate records of stock, ensuring timely updates in the inventory management system.
2. Perform regular stock checks and physical verification to reconcile discrepancies.
3. Ensure optimal stock levels by monitoring inventory and placing timely orders.

Store Operations

1. Receive, inspect, and verify the quality and quantity of incoming goods.
2. Coordinate the safe storage of materials in designated areas and maintain proper labeling.
3. Issue materials to departments based on requisitions and keep accurate records.
4. Ensure compliance with safety and housekeeping standards in the store area.

Supplier Coordination

1. Liaise with suppliers for timely delivery of goods and resolve any issues related to quality or quantity.
2. Assist in vendor management and maintain a database of approved suppliers.

Reporting and Documentation

1. Prepare daily, weekly, and monthly inventory and stock reports for management.
2. Ensure proper documentation for stock receipts, issues, and transfers.

3. Maintain records of material movement and update the inventory system regularly.**Process Improvement**

1. Identify opportunities for cost reduction, waste minimization, and process improvement in store operations.
2. Suggest enhancements to streamline inventory management and reduce downtime.

Qualifications

- **Education:** Diploma/Degree in Supply Chain Management, Logistics, or a related field.
- **Experience:** 2-5 years of experience in storekeeping, inventory management, or a related role in an iron & steel Industry.

Skills:

- Strong knowledge of inventory management practices and procedures.
- Proficiency in inventory management software (e.g., SAP, ERP systems).
- Excellent organizational and multitasking skills.
- Strong communication and interpersonal abilities.
- Attention to detail and accuracy in record-keeping.

Job Benefits

Preferred Attributes:

- Certification in supply chain management or logistics is an advantage.
- Familiarity with safety and compliance standards related to material handling.
- Hands-on experience with Light house Erp.

Why Join Us?

- Be part of a fast-growing organization with career growth opportunities.
- Work in a collaborative and dynamic environment.
- Competitive salary and benefits package.