

**Requisition ID:** 2016006

**Job Position:** Manager (Stores)

**Location:** Jharkhand

**Job Summary:** Responsible for management of stores activities

**Key Rules & Responsibilities:**

- Having process for vehicle movement in stores
- Weigh and count the required Material.
- Responsible for Vehicle unloading at selected places.
- Execute primary physical inspection.
- Inform the user group for inspection on acceptance.
- Responsible for GRN of documents and submission to accounts.
- Tagging & Identification of material.
- Identification of all materials stored.
- Receipt of incoming materials. Inspection of all receipts from suppliers.
- Storage and Preservation of inventory.
- Maintenance of Stock Records. Stores Accounting. Inventory control.
- Submission of Management Information Reports.
- Maintain cleanliness and order in the stores related duties as required
- Supervise receipt of all shipments. Process receiving, discrepancy, and damage reports as needed.
- Packing of outgoing material to avoid damage

**Qualification and Experience:**

- Minimum Qualification: Post graduate / Diploma in Material/Store Management
- Experience: minimum 5 years of experience in oil and gas industry and CBM operations

**Key Competencies:**

- Team working skills
- IT skills and ERP Experience