ASSISTANT MANAGERS

Sr. No.	Nomenclature of Post	Equivalent to BPS	Job Specification (Qualification & Experience for initial Induction)	Job Descriptions (JDs)
3	Assistant Manager (Inventory)	17	**Qualification** • A Bachelor's degree in Supply Chain Management, Business Administration, Logistics, or a related field. • Professional certifications such as CIPS (Chartered Institute of Procurement & Supply), CSCP (Certified Supply Chain Professional), or CPIM (Certified in Planning and Inventory Management) shall be preferred. **Experience** • 02 years post qualification relevant experience. Maximum age ***35*** years	Assistant Manager (Inventory) will report to Manager (Procurement & Inventory) and be responsible for: • Inventory Management: Maintaining accurate records of inventory levels, tracking stock movements, and ensuring proper storage and handling of materials. • Inventory Control: Implementing and maintaining inventory control procedures, including cycle counts, physical inventory checks, and reconciliation of inventory data. • Procurement Coordination: Collaborating with the procurement team to ensure timely and efficient replenishment of stock, based on demand and consumption patterns. • Logistics Coordination: Working with the logistics team to manage the receipt, storage, and dispatch of goods, ensuring timely delivery and efficient utilization of warehouse space. • Reporting and Analysis: Generating regular inventory reports, analyzing inventory data, and identifying areas for improvement in inventory management processes. • Compliance: Ensuring adherence to established policies and procedures, as well as relevant regulatory requirements related to inventory management. • Supervision: Supervise a team of inventory clerks or warehouse staff, providing guidance and support to ensure efficient workflow and adherence to standards. • System Management: Proficiency in using inventory management systems (WMS) and other relevant software applications. • Any other work assigned by the In-charge officer.