

**Officers:**

2	Senior Store Keeper	15	<p><b><u>Qualification</u></b></p> <ul style="list-style-type: none"><li>• Graduate (Supply Chain Management/ Commerce/ Economics/ Statistics) with 60% marks.</li></ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"><li>• 01 year post qualification experience in Store Management/ supply chain management.</li></ul> <p>Maximum age limit: <b>30</b> years</p>	<p>Senior Store Keeper will report to Assistant Manager (Inventory) and be responsible for:</p> <p>Receiving and Storage:</p> <ul style="list-style-type: none"><li>• Receiving and inspecting incoming goods, materials, and equipment, verifying quantities and quality against purchase orders or delivery challans.</li><li>• Properly storing items in designated locations, ensuring optimal space utilization and organization.</li><li>• Maintaining a clean and organized storage area, implementing safety and security measures.</li></ul> <p>Inventory Management:</p> <ul style="list-style-type: none"><li>• Maintaining accurate and up-to-date records of all incoming and outgoing items, using manual ledgers or inventory management software.</li><li>• Tracking stock levels, identifying potential shortages or overstocks, and initiating reordering procedures as needed.</li><li>• Conducting regular physical inventory counts and reconciling them with system records.</li><li>• Preparing and submitting inventory reports to relevant authorities.</li></ul>
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