

**Position: Executive – Stores**

**Key Responsibilities:**

1. Daily store operations including receiving, storing, and issuing of materials.
2. Maintain accurate stock records in the inventory management system.
3. Do regular stock verification and reconciliation.
4. Proper labelling, stacking, and storage of materials to prevent damage or loss
5. Prepare and maintain documentation related to materials inward, outward, and return.
6. Daily prepare MRN reports in system.
7. Prepare daily, weekly, and monthly inventory reports.
8. Implement FIFO/FEFO System for material issuance..

**Profile :**

1. Candidate should hold Bachelor's degree.
2. Should have minimum 3 years of experience working in store