Job Description – Stores Incharge

# Job Title:

Stores Incharge

# Department:

Stores / Inventory Management

# Location:

Palghar ,Maharashtra

# Reporting to:

Plant Head / Operations Manager

# Job Type:

Full-Time

# Job Purpose:

To manage the receipt, storage, issuance, and documentation of raw materials, packing materials, tools, and consumables in a systematic manner to ensure efficient inventory control and traceability.

# Key Responsibilities:

- Receive incoming materials and verify against purchase orders and delivery challans.

- Issue raw materials to production based on requisitions, ensuring FIFO and traceability.

- Maintain proper labeling, binning, and cleanliness of store area.

- Update stock register or ERP/software regularly for accurate inventory levels.

- Conduct physical stock audits and reconcile with system records.

- Coordinate with purchase and quality departments for timely inward and quality clearance.

- Maintain MSDS, TCs, and documentation for traceability and audits (IATF/ISO).

- Handle returns, rejections, and scrap movements as per SOP.

- Supervise store helpers and ensure discipline and accuracy in handling.

# Key Skills and Competencies:

- Good understanding of inventory control systems and FIFO/FEFO practices.

- Familiar with raw materials used in rubber manufacturing (rubbers, fillers, oils, chemicals).

- Basic computer knowledge (Excel, email, inventory software or ERP preferred).

- Good documentation and communication skills.

- Attention to detail and strong organizational skills.

# Qualification & Experience:

- Graduate (preferred: B.Com, B.Sc, or Diploma in Materials Management)

- 3–5 years experience in storekeeping in a manufacturing setup (rubber/plastic industry preferred)

# Safety & Compliance:

- Ensure safe storage of flammable or hazardous chemicals as per norms.

- Ensure timely disposal of expired/unused materials as per SOP.

- Maintain compliance records for internal and external audits.