

 Namakkal	NTC Logistics India (P) Limited		Doc No.	HR020A
	Standard	Job Description for Stores Executive	Issue/Rev. No.	01/03
	9001:2008		Issue Date	18/11/2016
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Experience: 3-5 years

Educational Qualification: Any Degree / Diploma

Skillset:

Stores Management

Inventory Management

Analytical skills

Time Management

Ability to work under pressure

Job Responsibilities:

- To function as a custodian of all the items in the Stores
- To ensure GRN (Goods Receipt Note) is prepared on time
- To ensure issues from Stores and executed after proper issue note
- To track and reduce GRN pendency
- To track and monitor inventory levels in the Stores
- To implement and maintain housekeeping of the Stores
- To ensure First In First Out is followed
- To establish robust process controls for the smooth functioning
- To prepare an annual cycle count plan
- To plan and implement perpetual inventory

Remuneration

- Fixed Salary based on the experience of the candidate