

Victory Polychem Private Limited

Job Description- Roles and Responsibilities

Position Name	Store Supervisor
Reporting to	Operations Manager
Location	Victory Polychem Private Limited, Bhare, Pirangut &

Position Description
In this role Store Supervisor is required to manage store operations by monitoring inventory, organizing staff work schedules, and providing store performance reports.

Sr. No.	Work	Description
01	Material Receipt	<ol style="list-style-type: none">1. Receive incoming goods2. Supervise unloading of material Count, tally with bill3. Check for damage/shortage and prepare report4. Fill Goods Inward / Day Book/ Daily Collection Register5. Complete Vendors Consignment Note (Challan)6. Do physical inspection and complete the inspection report7. Send to QC for parameter check8. Upon receipt of QC report, prepare Goods Receipt Note (GRN)9. Prepare Goods Rejection Memo (in case of goods rejected)10. Send goods to stores and get in arranged in FIFO fashion, update stock card11. Send other documents to respective departments
02	Goods Issue	<ol style="list-style-type: none">1. Check and count goods before issue2. Make entries stock cards promptly3. Ensure Receipts and Issues are correctly documented4. Ensure that rules and regulations relating to physical custody and preservation of stores are followed5. Ensure correct accounting of stores so that physical stock and system stock match.
03	Repair and Maintenance	<ol style="list-style-type: none">1. Ensure all storage facilities are in proper working order e.g. check for loose racks, damaged pallets etc.2. Ensure all materials handling and weighing equipment are in goods condition, are periodically calibrated and are maintained.3. Maintain calibration report
04	People management	<ol style="list-style-type: none">1. Train store operators on material handling and issue processes2. Manage their time to ensure smooth running of stores and 5s implementation.3. Ensure safety of goods and operators

Preferred:	Male candidate
Relevant Experience:	5+ Years
Educational requirements	Any graduate
Other Requirements	Should have his own two wheeler, willingness to work in 2 nd shift

Required Skills and Experience: -

1. Stores management
2. People management
3. Computer skills including using excel, email etc, preferred experience in ERP
4. GRN
5. Time management

Desired Behaviors –

1. Discipline
2. Attention to detail
3. Proactive leader
4. Communication
5. Neatness

Email your application to - careers@polychem.co.in