

Store keeper

1. Record the store material receipt and consumption on daily basis
2. Checking stocks as per records
3. Issue material as per the indent for different works.
4. Prepare monthly consumption reports
5. Maintain record of cash purchase
6. Inform the concerned engineer of the status of balance material in order to raise further indent.
  - Receive incoming raw material, make GRN & submit to the account team on a daily basis.
  - Prepare daily/weekly/monthly stock statements & other reports.
  - Reconciliations of stock- Check book stock with actual physical balance on daily basis- Raise indent for material.
  - Ensure safety of all plant employees- Close watch on every incoming raw material.

Qualification: Graduate (Civil Background preferred)

Experience: 1-2 years

Location: 1) Bhokarpada

2) Karanjade