

Job Summary

The Store Keeper is responsible for managing all site materials related to road construction projects, including receiving, inspecting, storing, issuing, and maintaining accurate inventory records. The role ensures proper material control to support uninterrupted project execution while minimizing loss, wastage, and pilferage.

Key Responsibilities:

Material Receipt & Inspection

- Receive materials such as cement, steel, bitumen, aggregates, pipes, safety items, and mechanical spares.
- Verify quantity and quality against purchase orders and delivery challans.
- Coordinate with QA/QC and site engineers for material inspection.
- Prepare Goods Receipt Notes (GRN).

Storage & Inventory Control

- Ensure proper stacking and safe storage of materials as per standard guidelines.
- Maintain material identification and labeling.
- Monitor stock levels and prevent overstocking or stock-outs.
- Conduct periodic physical stock verification.

Material Issuance

- Issue materials against approved Material Requisition Slips (MRS).
- Maintain FIFO (First-In-First-Out) for consumables and time-sensitive materials.
- Track daily material consumption for project reporting.

Documentation & Record Keeping

- Maintain:
- Stock Register
- Material Receipt & Issue Register
- Delivery & Dispatch Register
- Entry & Exit Register

- Gate Pass Records
- Log Book
- Prepare daily/weekly/monthly stock reports.
- Assist in internal and external audits.

Coordination & Compliance

- Coordinate with procurement, accounts, and site execution teams.
- Ensure compliance with company policies and safety standards.
- Maintain housekeeping and safety within the store area.

Required Qualifications:

- Diploma / Graduate /HSC.
- 1–5 years of experience in store management, preferably in road or infrastructure projects.
- Knowledge of construction materials (bitumen, aggregates, cement, steel, etc.).
- Basic computer knowledge (MS Excel, ERP systems preferred).

Key Skills & Competencies:

- Inventory management
- Documentation accuracy
- Attention to detail
- Organizational skills
- Basic accounting knowledge
- Good communication skills

if interested Share resume on 9326904419