

Position (Job Title) :- Store In charge	Reporting To :- HOD/ Director
Department :- R & D / Manufacturing Unit	Experience in Years :- 2 TO 3
Location :- Pune	Qualification:- B.com
Core Responsibilities:-	<ul style="list-style-type: none"> • Handle store & dispatch of material. • Receives, verifies & issues all materials. • Conducts physical verification of materials. • Performs unloading and arrangements for material. • Handles classification & codification of material. • Maintain & monitors daily inward & outward register of material. • Prepare daily reconciliation of material and material consumables. • Control on wastage of consumables. • Maintain all documents of challans, receipts of material issued & received • Goods receipt in system shift to shift basis. • Responsible for feeding the material to assembly line as per production plan to achieve the production targets. • Knowledge of rejection, i) In-house ii) Vendor rejection. • Daily shortage parts highlighted & follow up to buyer. • Controlling daily activities & maintain daily activity reports.