

## Job Description

**Job Title** : Associate – Central Stores (02 Nos)

**Position Reports** : Head – Commercial

### Main Purpose

The primary focus of this role is complete Procurement activity such as call offers, make comparatives, negotiate and place the Purchase Order and expedite the delivery, and manage and make supplier payments as well as vendor registration, vendor evaluation , etc.

The primary focus of this role is to provide day to day management of the Central Stores with responsibility for day to day stores activity such as Receipt, issue , storage, inventory management, maintain store records,

Qualification	Graduate / Bachelor of Engineering
Experience	Minimum two years of experience in the Procurement and Stores function.

### Specific Accountability & Job Responsibility

- Experience in the Purchase – call offers, make comparison, negotiate, place Purchase Orders, follow up delivery and payment processing.
- Work requires high level of competence in the commercial aspects of procurement and imports- GST, customs clearances
- Highly proficient in the ERP based working environment
- Must have good experience in the work order and contracting
- Knowledge of the procurement of large span of items from Lab Chemicals, equipment, machinery and civil construction materials, electrical items and sanitary fittings
- Very energetic, dynamic and pro-active at work
- Very competent in completing the procurement
- Work together with the indenter / user departments to ensure that required parts are made available to user departments.
- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.
- Experience in the stores management activities such as receipt and issue posting of the stores materials in the Stock ledger.
- Material Planning and Control activity, Mini-Max, Re-Order Level, ABC Analysis, Non Moving Items Control and maintaining the personal records for employees for issue of equipment, laptops, etc.
- Managing the physical loading, unloading, storage and Identification and preservation of the stores.
- Periodic physical stock verification of the stores from time to time and annual stock verification.
- Liaison with the purchase for the low stock and over stock items and follow up for the same.
- The capability of handling stores with very large number of items like consumables, office stationery, cleaning material, civil, electrical and MEP items and general stores shall be preferred.
- Manage the team to achieve the institute's expected response.
- Scrap disposal, E Waste & Hazardous waste regulations where relevant, Used Oil, and Bio-Medical Waste.
- Work as part of the Central Stores team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimize results and improve quality of delivery.

- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.
  - Compensation will not be a constraining factor and will be the best in the sector.
    - Interested Candidates can send their CVs by [fo.baldevsingh@gmail.com](mailto:fo.baldevsingh@gmail.com) Mr. Baldev Singh (Om Security & Cleaning Services) Mob. No. 8427499336 positively by **31<sup>ST</sup> January ,2024**.
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