



JOB DESCRIPTION

JOB TITLE: STORE INCHARGE

DEPARTMENT: STORE.

REPORTING TO HEAD MATERIAL PLANNING & STORES

Purpose:

Job description is a part of Company Quality Policies and Procedures. This standard defines tasks and responsibilities of the STORE for Tema India Ltd in the TEMA, ACHHAD. This standard is valid for all employees associated with this role.

General:

The ASST. MANAGER, STORE is responsible for the execution of all simultaneous projects in accordance with a valid, executed contract, as per company policies and procedures and work instructions for customized and standard equipment.

Tasks and Responsibilities:

The Store Incharge shall be responsible for, but not limited to, the following:

- To float requirement to Procurement of consumable items from right source at right time as follows.
 1. Spare of Machinery, Grinding Items, Pressure gauge & other accessories required for hydro, General Paints, Electrical Items, Stationery & Miscellaneous Items and other than Job Raw material.
- Loading & unloading.

- Segregation & house keeping of all material or store.
- Stock taking, physical verification.
- To maintaining the Inventory & its data in particular software.
- Making MIS report & reporting to Account Department H.O.
- ERP implementation
- Team building
- Reduction in Inventory

Routine Works

1. Follow-up requirement after making MRS.
2. Check the availability of the material in stock and then finalized the requirement.
3. Follow up with H.O. & local parties for material after floating requirement.
4. Making Purchase Order for local purchasing.
5. To ensure that all items been ordered as per our requirement.
6. To maintain records of the material receipt.
7. To prepare G.R.R for the received material.
8. Accounting of all G.R.R. in Separate Inventory Software.
9. After approval of GRR take scan copy of GRR and send original to Head Office.
10. To get the material inspected to Q.C w.r.t to Q.C. G.R.R.
11. To follow with the comments given in G.R.R. to clear the G.R.R.
12. To issue the same material to shop supervisor with proper identification records after taking Issue slip.
13. Maintain availability of fuel for S.R. Work, Power Generation & in-house Vehicles.
14. To check the Delivery Challan & Invoices recd. from vendors are properly addressed as per the Dispatch point address and to follow up with the same if not properly addressed.
15. To follow up with the H.O. for timely delivery of material.

- 16. To ensure transfer of materials which we have received at our end and belongs to Kherdi or Panoli works with proper documentation.**
- 17. Unloading of all incoming material & loading of all outgoing material.**
- 18. To take information from material planning department regarding the raw material receipt, i.e. its work order no., equipment no., part no. etc.**
- 19. Maintain Drying & holding record for Welding Consumable as per norms.**
- 20. Check & Segregate all material as per work order & equipment no.**
- 21. To make availability of the material other than job material as per requirement raised by the production people.**
- 22. Procure the material other than job material.**
- 23. To keep track of GRR records and their related problems.**
- 24. Expediting for timely delivery of material with H.O.**
- 25. To ensure that all the material required for HYDRO stage of job is timely available.**
- 26. To maintain record of the material receipt and ensure that each and every item of the job had been receipt timely.**
- 27. Maintain data for returnable material.**
- 28. Separate inventory maintain for free issue material like Kherdi & Panoli. Making GRR for the same for Quality and issue the material to production on the basis of issue slip.**
- 29. Take physical verification every three months.**
- 30. Checking the store area for material loading & unloading. Develop new area for store as per requirement.**
- 31. Maintain Courier record for inward & outward of documents or testing material and delivery of the incoming documents or material.**

Key Result Areas (KRA's) & Key Performance Indicators (KPI's)

- To maintain co-ordination with all store keeper & production people.
- To keep the records of all miscellaneous items.
- House keeping & safety of store.
- Reduce Inventory.
- Improvement of working quality of all store people.
- Reduce duplicating work.
- Completion of GRR within 6 days.
- ERP implementation

Reporting to: Head Material Planning & Stores

This Job Description will be reviewed on a regular basis in consultation with the post holder

Signature

Signature

HEAD MATERIAL PLANN. & STORES

ASST. MANAGER

Date: