**Designation :** - Stores Manager

**Location :** - Pune

**Qualification : -** Graduate with diploma in warehouse/ inventory management (preferable)

**Experience : -** 5+ years of work experience

**Job Description**

The responsibilities of store manager include complete inventory management, ensuring record keeping of all incoming and outgoing material, and to ensure adequate material is available to achieve production targets.

**Duties and Responsibilities**

* Devise ways to optimize inventory control procedures
* Compliance as per ISO audit requirement
* Inspect the levels of supplies/ raw material and identify shortages
* Ensure supplies/ raw material can cover demand from production department
* Record daily deliveries and shipments to reconcile stock
* Enhance the functionalities of ERP system to ensure system has complete details
* Use software to monitor demand and current stock of inventory
* Place orders to replenish stock avoiding insufficiencies or excessive surplus
* Analyze data to anticipate future needs
* Report to upper management on stock levels, issues etc.

**Required Knowledge, Skills and Abilities**

* Proven experience as inventory manager or similar position
* Excellent knowledge of data analysis and forecasting methods
* Working knowledge of inventory management software (e.g. ERP)
* Ability to accurately track inventory and create reports
* An analytical mind
* Excellent organizational and planning skills
* Outstanding communication and interpersonal abilities
* Reliable and trustworthy
* Good working knowledge of MS Office (Excel, Word, PowerPoint)