

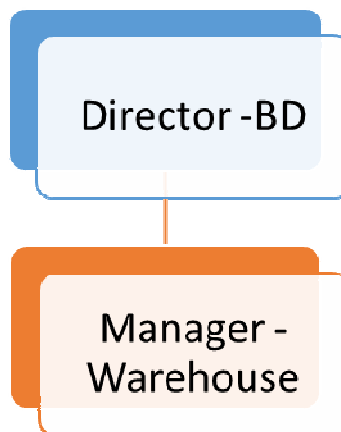
## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Manager- Warehouse</b>
Reports to	Director - BD
Division/ Dept.	Stores

### **1) Job Purpose/KRA**

- Ensure any required material is found in right place at right time.
- Every customer order is delivered on assured time.
- No order is lost because of shortage of material.
- Ensuring smooth material movements within DHC locations

### **2) Reporting Hierarchy**



### 3) Principle Accountabilities

Areas	Major activities
<b>Store &amp; Warehouse Management</b>	<ul style="list-style-type: none"> <li>• Overall in-charge of all types of inventories at all locations of DHC and outside DHC locations</li> </ul>
	<ul style="list-style-type: none"> <li>• Responsible for all material inward / outward entries both physical and in the inventory system</li> </ul>
	<ul style="list-style-type: none"> <li>• Responsible for timely dispatches to customers, customer communication and trouble-shooting</li> </ul>
	<ul style="list-style-type: none"> <li>• Responsible for timely procurement from suppliers, supplier communication and trouble-shooting</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensuring smooth material movements within DHC locations</li> </ul>
	<ul style="list-style-type: none"> <li>• Diligently maintaining all inventories without causing any breakages , shortages , mismatches and leakages</li> </ul>
	<ul style="list-style-type: none"> <li>• Entering Inventory related Master Data in the SAP System and assistance in System Configuration</li> </ul>
	<ul style="list-style-type: none"> <li>• Responsible for periodic Stock taking ,Cycle count, Stock reconciliation and trouble-shooting</li> </ul>
	<ul style="list-style-type: none"> <li>• Training and handholding of subordinates</li> </ul>
	<ul style="list-style-type: none"> <li>• Preparation of Stock Statements</li> </ul>
	<ul style="list-style-type: none"> <li>• Physical Document maintenance (GRN / DC / PO etc.) and Stock Records and Registers Keeping</li> </ul>

#### 4) Skills & Knowledge

<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>• Good academic track record, relevant Masters Qualification.</li><li>• Graduate / Diploma from any faculty from a renowned University. Post graduate preferred.</li></ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"><li>• At least 5 years' experience of working in Store / Warehouse of a midsize Trading or Manufacturing unit. Candidate with Retail experience would be preferred.</li><li>• Should have handled teams having size of 5-8 or more</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Knowledge of renowned ERP system/SAP is essential.</li><li>• PC savvy, good working experience of handling MS Office tools</li><li>• Good working knowledge of any renowned Inventory Management System is highly essential</li><li>• Good communication both English and Marathi.</li><li>• Innovative thinking , Can Do attitude, good on trouble shooting, solution-oriented approach</li><li>• Should be staying within a distance of 7-8 KMs from Market Yard.</li></ul>