



Job Description

Name of the Company	Tatva Chintan Pharma Chem limited
Position	Officer/Sr.Officer -Store
Purpose of the Role	To maintain inventories, ordering new items, placing products on shelves, pulling our expired items, and keeping records of transferred merchandise.
Role reports to	Manager -Store
Location	Dahej & Ankleshwar
Qualification	Any Graduation + Material Managerment
Years of experience	3-6 Years

Focus Area

- To maintain Inward/outward register of any type of materials.
- To maintain activities of loading/unloading of materials with physical verification of weight and maintain register.
- To maintain daily calibration of weight balance and maintain register.
- To issue material to plant as IT issue.(RM/WIP/PM Etc.)
- To maintain dispensing log book as per the SOP in RM issuance.
- To clean area and maintain temperature of humidity with register.
- To arrange local tempo and maintain register of charges.
- To maintain dispensing labels on drum of batch issuance
- To go to outside of factory for weight bridge of material.
- To shifting of materials as per instruction.
- To prepare GIM and send to QC
- To prepare Returnable Gate pass of materials & maintain register.
- To prepare RMTc label & affix on drum.
- To prepare statement & maintain register of drums.
- To stock taking on monthly basis for all material.
- Godown Related all works i.e prepare Annexure “B” & “A” Physical stock taking etc.
- For handling and controlling hazardous materials and hazardous waste.

KSA(Knowledge Skill Attributes)

- Outstanding interpersonal and communication abilities.
- Strong multitasking and organizing skills.
- Ability to resolve conflicts and address problems.
- The capacity to operate both individually and jointly.
- Precision and meticulousness in the administration of information.
- Ability to adjust and be flexible in the face of shifting conditions or priorities.

