



A TATA Enterprise

### Job Description Form

#### BASIC INFORMATION

<b>Role Title:</b>	Store Incharge	<b>Business:</b>	Alibaug Project site
<b>Department:</b>	Quality Assurance & Control	<b>Experience</b>	5-8 years
<b>Grade:</b>	To be defined as per the structure	<b>Designation:</b>	Store In charge/Executive

#### Qualifications

<b>Educational :</b>	BE/BTech (Mechanical) /Graduate/Diploma
<b>Professional :</b>	Diploma in Stores Management (preferred)

#### ORGANIZATIONAL RELATIONSHIPS

<b>Reporting Matrix:</b>	<b>Reporting:</b>	Manager - Material Management
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#### ROLE

Responsible for effective inventory management and stores operations at the Nashik factory. The role includes preparation of stock statements, handling material receipts/issues, ensuring compliance during audits, and maintaining systematic documentation and records using SAP – MM.

#### MEASURES

- Accuracy and timeliness of stock statements
- Compliance with internal and external audit requirements
- Inventory accuracy and minimal discrepancies
- Timely material issuance and receipts

#### ACCOUNTABILITIES

- Manage and maintain inventory of raw materials, consumables, and finished goods
- Prepare periodic stock reports and statements as per company procedures
- Ensure proper storage, tagging, and record-keeping of materials
- Handle internal and external store audits independently
- Maintain proper documentation for inward and outward materials
- Use SAP – MM module for inventory tracking, data entry, and report generation
- Coordinate with procurement, production, and finance teams for smooth operations

#### SKILLS

- Strong knowledge of storekeeping practices in a manufacturing environment
- Proficiency in SAP – MM module and related inventory systems

- Hands-on experience in preparation of stock statements
- Ability to handle audits independently
- Good computer knowledge (MS Excel, inventory software)