

Job Description – Store Officer

Position: Store Officer

Location:- Nuh, Haryana

Job Summary:-

We are seeking an experienced and responsible **Store Officer** to manage the day-to-day operations of our manufacturing unit's stores. The ideal candidate should possess strong expertise in inventory management, ERP systems, material handling, and dispatch coordination while ensuring accurate documentation and stock control.

Skills Required

- 8–10 years of relevant experience in manufacturing store operations.
- Age up to 35 years.
- Strong knowledge of ERP systems and inventory management.
- Hands-on experience with material codification systems.
- Knowledge of inventory verification and stock reconciliation.
- Understanding of packing, weighing, dispatch, and logistics processes.
- Good working knowledge of MS Excel.
- Strong organizational, planning, and coordination abilities.
- High attention to detail and accuracy in documentation.
- Ability to work effectively in a manufacturing environment.
- Regular Graduate from a recognized university.
- Good communication skills with moderate proficiency in written and spoken English.
- Self-motivated, disciplined, and capable of handling multiple responsibilities.

Preferred Industry Background

Candidates with experience in any of the following industries will be preferred:

- Machinery Manufacturing
- Automobile Manufacturing/Assembly
- Generator Manufacturing or Dealership
- Cooling Tower Manufacturing
- Heavy Engineering
- Industrial Equipment Manufacturing

Key Responsibilities

- Manage factory store operations involving **1,000+ inventory items**.

- Maintain accurate inventory records through ERP and physical stock verification.
- Monitor material receipt, storage, issue, and stock movement.
- Verify quantity, weight, packing, and quality of incoming and outgoing materials.
- Perform ERP transactions including inward, outward, stock transfers, and inventory adjustments.
- Maintain material codification and ensure adherence to coding standards.
- Coordinate with production, purchase, logistics, and dispatch teams for timely material availability.
- Handle packing, dispatch, and shipment documentation.
- Prepare and maintain GRNs, challans, invoices, stock registers, and other inventory records.
- Conduct periodic stock audits and reconcile physical inventory with system records.
- Ensure proper storage practices and compliance with company procedures.