

Designation :-Store Officer / Executive

No of Position:-01

Qualifications:

Bsc/MSc

Experience:

2 to 4 years of experience in RM,PM Store and Dispensing functions, preferably in a Parental Injectable manufacturing Plant.

Job Description:

you will be responsible for managing all aspects of RM PM Store and Dispensing functions, including inventory management, stock reconciliation, and coordination with production and logistics teams.

Key Responsibilities and Accountabilities (KRA):

- Oversee the daily operations of the RM PM Store, including receipt, storage, and dispensing of materials and products
- Maintain accurate records of inventory levels and transactions using inventory management software
- Conduct regular stock checks and reconcile discrepancies
- Implement and maintain FIFO (First In, First Out) inventory management system.
- Coordinate with production and others teams to ensure timely availability of materials and components
- Ensure compliance with safety regulations and company policies in the Store area
- Provide leadership and guidance to Store staff, including training and development opportunities
- Utilize MS Excel and other software tools to analyze data and generate reports for management review

Skills and Qualifications:

- Strong knowledge and understanding of RM PM Store and Dispensing functions
- Familiarity with inventory management techniques, such as FIFO
- Knowledge of Pharma cloud ERP Software is an advantage
- Leadership qualities and self-motivation
- Excellent communication and interpersonal skills
- Ability to work effectively in a fast-paced manufacturing environment
- Proficiency in MS Office