



THE WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.
Juripar, RK JyotiprasadAgarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Executive (in Purchase & Stores Group)
Qualification	Master Degree or Post graduate in any discipline/Graduate in any discipline with full professional qualification course in material management or equivalent
Experience	3-5 years in store relevant activities preferably in manufacturing and production Industry. He/she should have experience working in ERP environment (SAP/OPEN SOURCE) for store related activity.
Number of positions	1
Location	WAMUL,Guwahati

SALARY: Approximately Rs 4.6 gross per year. (Negotiable and commensurate with experience, qualification and pay package of last assignment)

AGE: Age should not be more than 35 years as on 1stJan 2019. However, Age relaxation up to 5 years may be given in case of extraordinary/ outstanding candidates.

MAIN PURPOSE:

The Executive shall work for the stores function and is required to plan, monitor and coordinate product inventory and determine the cost effectiveness in terms of inventory. Executive Store may use company software to draft proposals, and also research and track products.

MAIN RESPONSIBILITIES:

- 1) Inventory Management: Categorize Inventory.
- (2) Optimize Inventory Level and advanced inventory planning
- (3) Lead Time Forecasting, Forecast average lead time using purchase order and receipts history once in a month or as per requirement, Filtering and clipping techniques to eliminate abnormal data once in a month or as per requirement, Override lead times as required, and calculate lead time variance to assess expected service level
- (4) Store Management :Identify & allocate the area required to keep stock 1 day before the receipt of every consignment, House Keeping & Safety -Ensure cleanliness & Hygienic Environment inside the store house Store data manage by Categorize Inventory into Slow & Fast Moving Inventory /Dead Stock ,Non Moving items.
- (5)Receive any materials/machineries purchased by WAMUL against purchase order, approved proposals or in cash with proper record-keeping in respective ledgers of store.
- (6) Issue materials/machineries against proper store requisition slip which is issued by the concern sections and recorded at ledger.
- (7)Process all purchase bills for payment.
- (8)Check and verify G R N against purchase order only.

- (9) Indent for materials from different sections are processed through us if necessary.
- (10) Periodic closing statement of materials for physical stock verification is prepared on 31st of March in every year.
- (11) Prepare labour charges bill for loading & unloading of materials.
- (12) Maintain Bin cards for consumable items.
- (13) Prepare daily stock report of essential materials.
- (14) Maintaining ledger book for SMP/WO, Dairy chemicals & detergent, milk testing equipment's, packaging material, machinery & spare parts, Printing & stationery, Oil & lubricants, Cattle Feed, Min. Mix , Moving & non-moving items, Dead stock etc.

JOB SPECIFICATIONS:

<p>Skills/ Attributes: Technical</p>	<p>1) Experience of working in ERP environment (SAP/ /OPEN SOURCE) 2) Should be competent in Stores Management. Familiarity with inventory software, and able to upload data into system. 3) Pays attention to detail and monitors quality of inventory 4) Highly organized and able to store items efficiently</p>
<p>Skills/ Attributes: Managerial</p>	<p>1) To adapt to change and different ways of doing things quickly and positively 2) Able to work independently. 3) Excellent verbal and written communication skills 4) Detail oriented and comfortable working in a fast-paced office environment</p>
<p>Computer Skills</p>	<p>1) Must have experience of using Stores Management Software(ERP), Internet based applications, using and working with MS word, MS Excel and MS Power point and other related applications.</p>

