

JOB DESCRIPTION

Job title	Store & Dispatch Executive
Reports to	Director / General Manager
Department	Store & Inventory Management
Location	Navsari, Gujarat
Position Type	Full-time
Salary	As per industry standards / Based on experience / 10-15% hike in CTC from previous role
Total openings	1 opening

Description: We are looking for an experienced and detail-oriented Store Executive to oversee store operations for a FMCG manufacturing unit/plant. The role involves monitoring stock levels, supervising inward/outward material movement, ensuring accurate record-keeping, and coordinating with purchase, sales, and accounts departments for smooth operations. The Store Executive will play a crucial role in ensuring timely availability of materials, minimizing stock discrepancies, and maintaining smooth movement of materials.

Roles and Responsibilities:

1. Oversee daily store operations including inward, outward, and storage of all materials/items.
2. Maintain accurate stock records and ensure timely entries of all transactions in ERP/Excel.
3. Implement and monitor proper material handling, storage, and issuance procedures.
4. Maintain physical stock verification records and conduct stock verification at regular intervals.
5. Coordinate with the Purchase team for material receipts and Dispatch team for timely deliveries.
6. Raise requisitions for low stock level materials and ensure material availability every time, also do maintain minimum stock levels of every material in store.
7. Handle vendor material returns and coordinate for replacement/credit as per company's policy.
8. Prepare and share daily, weekly, and monthly inventory reports with management/Directors.
9. Ensure compliance with company's policies, housekeeping, and safety standards in the store.
10. Supervise and guide store staff, ensuring accountability and adherence to all SOPs.
11. Support management in audits, cost control, and process improvement initiatives.

Skills Required:

- Strong knowledge of inventory management and store operations.
- Proficiency in MS Excel/ERP or any inventory software.
- Knowledge of FMCG sector preferred.

- Leadership and people management skills.
- Attentive to detail and Organised.
- Strong communication and coordination skills.

Qualifications & Experience:

- Graduate (B. Com/BBA/ or any relevant degree)
- 2–5 years of experience in store/inventory management.
- Experience in FMCG manufacturing firm preferred.

Preferred Salary: Based on experience