

## Job Description

<b>Designation:</b>	Store In charge - Executive	<b>Job Location:</b>	Ahmedabad
<b>Department:</b>	Store	<b>Grade/ Level:</b>	L2
<b>Direct Reporting To:</b>	Purchase Manager/Director	<b>Direct Reportees:</b>	NA
<b>New Position/ Back Fill:</b>	Back Fill	<b>No. of openings:</b>	1
<b>Job Purpose:</b> He will be responsible for the company's store management.			
<b>Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Quantity &amp; Quality Check at the time of Inward &amp; Outward Materials.</li> <li>2. Unloading &amp; Uploading the goods.</li> <li>3. Ensure the hygiene in the store is maintained consistently.</li> <li>4. Ensure the store standards are followed.</li> <li>5. Responsible for Packaging of materials.</li> <li>6. Maintain minimum stock levels.</li> <li>7. Coordinate with purchase department.</li> <li>8. Proper Tagging system for materials.</li> <li>9. Get Pass for Material delivery.</li> <li>10. Responsible to accomplish the any task given by <b>Gajjar Compressors Pvt Ltd.</b></li> </ol>		
<b>Requisite Skills:</b>	MS Office & Tally		
<b>Desired Skills:</b>	Good Communication.		
<b>Education:</b>	Graduate – Any		
<b>Relevant Experience:</b>	1-2 Years		
<b>CTC per annum:</b>	144000 – 180000	<b>Total Experience:</b>	2 Years
<b>Will travel?</b>	No	<b>Monthly Net Salary:</b>	12,000 to 15000
<b>Work time</b>	8.30 AM to 6.00 PM	<b>PF – Yes / No</b>	Yes
<b>Preferred Domain:</b>	Store		
<b>Gender:</b>	Male	<b>Marital Status:</b>	Married/Unmarried