

Store Officer / Assistant

Location

Vithhlapur, Ahmedabad (75 kms)

Industry

Industrial Infrastructure / Real Estate Development

Reports To

Directors / Projects Head

Key Responsibilities

- **Material Management:** Inspect, verify, and document incoming civil materials (e.g., TMT bars, cement bags, bricks) against Purchase Orders and delivery challans
- **Inventory Control:** Maintain strict FIFO (First-In, First-Out) methods, particularly for perishable or degradation-prone materials like cement.
- **Site Issuance:** Issue tools and construction materials exclusively against authorized indents and monitor consumption rates to prevent wastage.
- **Record Keeping:** Update and maintain physical logbooks, stock registers, and ERP systems to reflect inward/outward transactions daily.
- **Reporting:** Prepare periodic (fortnightly/monthly) consumption and reconciliation reports in collaboration with Junior Engineers and the accounts department.
- **Procurement Support:** Proactively notify management of approaching minimum stock levels to initiate timely purchase requisitions.
- **Safety & Security:** Ensure the secure storage of materials, maintain store cleanliness, and safeguard against theft, pilferage, or weather-related damage.

Essential Qualifications & Skills

- **Education:** Diploma in Civil Engineering or a Bachelor's degree in Commerce/Business Administration.
- **Experience:** 3–5 years of storekeeping or inventory management experience, specifically within the civil construction or real estate sector.
- **Technical Skills:** Proficiency in MS Office (especially Excel) and ERP/Warehouse Management Systems. Ability to read and understand Bill of Quantities (BOQ) and construction material specifications.
- **Soft Skills:** Strong negotiation, organizational, and analytical skills