

<b>Opening</b>	Store Incharge
<b>Opening ID</b>	Strinch-Nov-16
<b>No. of opening</b>	01
<b>Reporting To</b>	Project Manager.
<b>Location</b>	Pune
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Entering Daily transaction. Maintaining Inward &amp; Outward Record.</li> <li>• Passing Purchases Entries.</li> <li>• Prepare per stock levels and list of approved materials.</li> <li>• Ensure co-ordination with Stores Dept. for material stock status before ordering.</li> <li>• Material procurement against emergency functions as per stores indent.</li> <li>• Check market cost for all goods</li> <li>• Forecasting market price changes be proactive for same</li> <li>• Find alternative suppliers.</li> <li>• Maintain the Indent Order, Entry Register &amp; Emergency Register.</li> <li>• Update the bills in register on daily basis</li> <li>• Follow up with parties for material sent.</li> <li>• MIS and any other work assigned from time to time</li> </ul>
<b>Experience</b>	3 to 5 years
<b>Key skills required</b>	<ul style="list-style-type: none"> <li>• Willingness to travel extensively across the construction sites.</li> <li>• Capacity to handle pressure.</li> <li>• Adherence to the Schedules and Targets.</li> <li>• Graduate: - 3-5 years of experience in Residential/Construction industry is mandatory.</li> <li>• Knowledge of ERP system.</li> <li>• Must be computer savvy.</li> </ul>
<b>Qualification</b>	Any graduate, Diploma (Civil)

\*For more details about the opening, please send Email on [hr1@iscprojects.co.in](mailto:hr1@iscprojects.co.in)