

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

*For more details about the opening, please send Email on hr1@iscprojects.co.in