

Role: Store Executive

Function: Hospitality & Property Management

Key Responsibilities

- Daily management of the overall material stores and listing the requirement to maintain minimum stock value.
- Material Order, follow up for delivery and processing challans.
- Regular monitoring the material management, availability, minimum stock values.
- Quarterly audit of material inventory.
- Store Managements, Material inventory & day to day material consumptions with T codes like MIGO, GR, GI, GRN, GT standard procedure, Stock summary & Reports with correct attributes, compilation for GRN & Material code, WBS & Plant code formalities.
- Material & Purchase requisition with proper justifications along with correct supportive points (Budget, Material code, WBS & Plant code).
- Continuous & timely follow-ups with vendors for their pending materials as per purchase order, similarly follow-ups for their payments & compliance like vendor code, vendor registration & Vat certificates etc.
- All assets in SAP, and monitoring the closure of all breakdown and PPM orders.
- SAP MM Module implementation on regular basis.
- Monthly & Quarterly material consumption report.

Skills: MS Office

Qualification: Any Graduate

Work Experience: 3-6 Years