



Job Description

Name of the Company	Tatva Chintan Pharma Chem limited
Position	Officer/Sr.Officer -Store
Role Purpose	To maintain inventories, ordering new items, placing products on shelves, pulling our expired items, and keeping records of transferred merchandise.
Role Reports to	Manager -Store
Location	Dahej & Ankleshwar
Qualification	Any Graduation + Material Management
Years of experience	3-6 Years

Focused Area

1. To maintain Inward/outward register of any type of materials.
2. To maintain activities of loading/unloading of materials with physical verification of weight and maintain register.
3. To maintain daily calibration of weight balance and maintain register.
4. To issue material to plant as IT issue.(RM/WIP/PM Etc.)
5. To maintain dispensing log book as per the SOP in RM issuance.
6. To clean area and maintain temperature of humidity with register.
7. To arrange local tempo and maintain register of charges.
8. To maintain dispensing labels on drum of batch issuance
9. To go to outside of factory for weight bridge of material.
10. To shifting of materials as per instruction.
11. To prepare GIM and send to QC
12. To prepare Returnable Gate pass of materials & maintain register.
13. To prepare RMTC label & affix on drum.
14. To prepare statement & maintain register of drums.

15. To stock taking on monthly basis for all material.
16. Godown Related all works i.e prepare Annexure “B” & “A” Physical stock taking etc.
17. For handling and controlling hazardous materials and hazardous waste.

Knowledge, Skill & Attributes

- Outstanding interpersonal and communication abilities.
- Strong multitasking and organizing skills.
- Ability to resolve conflicts and address problems.
- The capacity to operate both individually and jointly.
- Precision and meticulousness in the administration of information.
- Ability to adjust and be flexible in the face of shifting conditions or priorities.

Our website

<https://www.tatvachintan.com/>

On LinkedIn

<https://www.linkedin.com/company/tatva-chintan-pharma-chem-ltd/mycompany/?viewAsMember=true>

On YouTube

<https://www.youtube.com/watch?v=8pzBWPw6e-U&t=2s>