

Job Title: Inventory Manager

Objective:

To ensure smooth functioning of Store operations and efficient management of inventory

Job Profile:

Responsible for Inventory Management

Job Description:

- In-charge of daily operations of Inventory Store
- Ensure Store is well organized, clean and properly merchandised
- Ensure that Inventory is updated at all times in Inventory management module of accounting system and all Store records are properly maintained
- Ensure policies, procedures and controls are followed
- Provide Inventory reports to management on a regular basis

Desirable Candidate Profile

Qualifications

- Should be a graduate in any discipline

Skills & Experience

- 2 to 3 years of experience in Store/Inventory management
- Good understanding of requirements of efficient inventory system
- Working knowledge of Microsoft office (Ms-word, excel)
- Familiar with accounting software e.g. Tally
- Strong interpersonal skills and the ability to deal with problems as they arise

Salary

- Rs 25,000/- or negotiable, depending upon qualification and experience

How to apply

- Send your CV with a latest photograph to rvkanandjobs@gmail.com or Hr@rvk.in before 10th January 2012