

## Notice for Placement

**Job opportunity for** Diploma in Materials / Supply Chain Management

**Company Name:-** Marquardt India Pvt Ltd

**Position:-** Stores Incharge/ Sr. Stores Incharge. (Executive/ Sr. Executive Level)

**Company Website:-** [www.marquardt.de/](http://www.marquardt.de/) [www.marquardtindia.com](http://www.marquardtindia.com)

**Work Location:-** Charkop, Kandivali West.

**Company Background :** Marquardt is a global player in the field of electromechanical and electronic switches and switching systems for automobiles, household appliances, electric tools and industrial applications. We occupy over 6,000 employee in twelve offices in nine countries and are an independent family company with flat hierarchies for over 85 years. As a mechatronics specialist, we work with the latest development technologies and produce in a high production depth. We safe our competitiveness through constant innovation. In Marquardt you can also expect excellent development opportunities and secure jobs.

### **Job Profile / Responsibilities:**

- Handling Store Departments Activity.
- Effectively utilization of Stores manpower, preparing or upgrading their job descriptions i.e. Store keeper, Inward/Stores workers.
- Preparing Purchase Requisition & Forwarded to Purchase Department For Generating P.O.
- Purchase Requisition Planning Base on Sales Orders & Standard Stock Level.
- Controlling Labour job materials with effective monitoring i.e. balancing over issues & received quantity, Weight.
- Monitoring Day to Day Inward & Outward Materials.
- Daily Entry's means all material Received & Issued records, entry's has completed regularly.
- Maintaining Physical Stock of All the Component, Raw Material with proper documentations.
- Daily Tracking with All the Suppliers & Vendors.
- All process control with the help and guidance of ISO & TS standards.
- Auditee & Auditor for the ISO & TS.
- Interaction with Sales, production, Purchase, QC & Relevant Departments.

- Shelf life material Monitoring.
- Stock Audit.
- Maintaining FIFO.
- Inventory Management.
- Should able to handle the dispatch related activities.
- Verification and preparation of MRN, Inward & Outward Challan forwarded to QC for approval.
- To make Dispensing of raw materials, Components as per production planning schedules.
- Tracking the inventory levels and analysis of materials and reporting to the top management for better inventory control and disposal of non-moving materials.
- Ensure cleaning of all areas of Component Stores, Inward Area & Working Place.
- Preparation of monthly stock statement and its verification
- Development of written procedures pertaining to stores activities, cleaning procedures as per regulatory requirements and their Implementation
- Handling of rejected, obsolete and expired materials as per written procedures.

**Key Skills:** Refer JD.

**Required Qualification:** Diploma in Material Management / PG OR Certificate Program in Supply Chain Management

**Experience:** 1.5 years to 3 years

**Other / Special Requirements:** Candidates from nearby area.

**Remuneration:** 2.5 LPA Maximum.

**Interested Candidates can send their resume on below mention email id at the earliest:-**

Contact Person: - Ms Nameeta Nair

Email id: - hr@marquardtindia.com

Contact no: - 08879676809

**Corporate Office:** Marquardt India Pvt Ltd, Plot 21, ABCD, Govt Industrial Estate, Near Hindustan Naka, Charkop, Kandivali West.