

Job Description

Job Title : SUPERVISOR – CENTRAL STORES

Job Location : Patiala

Position Reports To : HEAD COMMERCIAL

Main Purpose

The primary focus of this role is to provide day to day management of the Central Stores with responsibility for day to day stores activity such as Receipt, issue , storage, inventory management, maintain store records, etc.

Qualification	Graduate in Commerce or Diploma Eng. preferably. Diploma in Materials Management would be desirable.
Experience	3-6 years of experience in the Stores and Inventory Management – Inventory Control, Receipt, Issue and storage and maintain Store records.
Competency	Excellent leadership and man management skills. Preferably exposure to ERP based working. Ability to manage a variety of cross-functional team members. Excellent organizational and follow-up skills. Competent in problem solving, team building, planning and decision making and commercially aware.

Specific Accountability & Job Responsibility

- Experience in the stores management activities such as receipt and issue posting of the stores materials in the Stock ledger.
- Material Planning and Control activity, Mini-Max, Re-Order Level, ABC Analysis, Non Moving Items Control and maintaining the personal records for employees for issue of equipment, laptops, etc.
- Managing the physical loading, unloading, storage and Identification and preservation of the stores.
- Periodic physical stock verification of the stores from time to time and annual stock verification.
- Liaison with the purchase for the low stock and over stock items and follow up for the same.
- The capability of handling stores with very large number of items like consumables, office stationery, cleaning material, civil, electrical and MEP items and general stores shall be preferred.
- Manage the team to achieve the institute’s expected response.
- Work together with the indenter / user departments to ensure that required parts are made available to user departments.
- Scrap disposal, E Waste & Hazardous waste regulations where relevant, Used Oil, Bio-Medical Waste.
- Work as part of the Central Stores team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimize results and improve quality of delivery.
- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.

Compensation

- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by 10th December ,2025
 - **The position will on a contractual roll through outsource company for 3 months**
 - **CTC Salary Range Rs. 25,000/ to Rs. 30,000/ p.m.**