

**CLASSIC STRIPES PRIVATE LIMITED**  
**JOB DESCRIPTION SUMMARY**

<b>Position Title</b> : Assistant Manager – Stores & Logistics
<b>Location</b> : Pelhar (Vasai (E))
<b>Reports to (Position)</b> : Head - SCM
<b>I. DEPARTMENT OBJECTIVE</b>
<i>The objective of SCM is to minimize total supply chain cost to meet fixed and given demand, where the total cost is composed of raw material and other acquisition costs, inbound transportation costs, facility investment costs, direct and indirect manufacturing costs, direct and indirect distribution center costs, inventory holding costs, inter-facility transportation costs, and outbound transportation cost.</i>
<b>II. PRINCIPAL ACCOUNTABILITIES (KEY DELIVERABLES)</b>
<ol style="list-style-type: none"><li>1. Preparation of inventory plan.</li><li>2. Preparation and placing of purchase orders.</li><li>3. Dealing with the vendors, freight forwarders, foreign suppliers, shipping lines etc.</li><li>4. Vendor Management, Negotiation with Suppliers on price, commercial &amp; payment terms etc.</li><li>5. Inventory management &amp; Storage (Stacking, documentation, disbursement, reorder etc.)</li><li>6. Co-ordination with warehouse for distribution of material as per dispatch plan</li><li>7. Sales Administration like, Order processing, invoicing, transport arrangements</li><li>8. Stock analysis, stock management, stock auditing and stock reconciliation</li><li>9. Sales tax forms compliance, status reports for stock transfer / sales</li><li>10. Working closely with Stores Sales team, Marketing dept., Warehouse &amp; Finance dept</li><li>11. Generating and handling MIS</li></ol>
<b>III. Total staff controlled (employees reporting to the position)</b>
<ul style="list-style-type: none"><li>• 3-4</li></ul>
<b>IV. CRITICAL KNOWLEDGE &amp; SKILLS REQUIRED FOR THE POSITION</b>
<ul style="list-style-type: none"><li>➤ A dynamic result driven professional with 4-6 years of experience in Logistics Management.</li><li>➤ Excellent Communication and Negotiation Skills</li><li>➤ Good Analytical Skills</li><li>➤ Thorough knowledge of Import Export procedures</li><li>➤ Decision Making Ability</li></ul>
<b>V. QUALIFICATIONS AND EXPERIENCE REQUIRED FOR THE POSITION</b>
<ul style="list-style-type: none"><li>➤ B.Com. + MBA</li><li>➤ 6-8 years of experience in above areas preferably in Engineering / Manufacturing Industry.</li></ul>