



JD for Electronics Stores Manager (DJD2024008)

Role	Ensuring the daily operations of a warehouse that stores and distributes electronic components on-time for Manufacturing and Operations team
Responsibilities	<p>1. Stores Operations Management:</p> <ul style="list-style-type: none"> > Ensure the receipt, inspection, and storage of electronic components. > Ensure on-time Kitting and Distribution of electronic components for manufacturing as per the indents. > Ensure efficient and accurate inventory control and order fulfillment processes. > Implement and maintain Stores Management Systems (SMS) or Warehouse Management System (WMS) to track inventory levels and optimize operations. > Develop and enforce operational policies and procedures to ensure efficiency and compliance with safety standards. > Maintain accurate inventory records and conduct regular audits to reconcile physical counts with system records. <p>2. In Process Quality Control:</p> <ul style="list-style-type: none"> > Ensure that all electronic components are stored and handled according to quality standards and manufacturer specifications. > Improving quality control procedures to inspect incoming and outgoing components for accuracy and condition. > Address and resolve any quality issues or discrepancies with suppliers or customers. <p>3. Safety and Compliance:</p> <ul style="list-style-type: none"> > Ensure that all Stores/Warehouse activities comply with industry regulations, safety standards, and company policies. > Conduct regular safety inspections and implement corrective actions as needed. > Provide training on safety protocols and emergency procedures to Stores staff. <p>4. Data Management and Reporting:</p> <ul style="list-style-type: none"> > Generate and analyze Stores performance reports, including inventory levels, order fulfillment rates, and operational efficiency. > Provide insights and recommendations to senior management based on data analysis. > Maintain accurate and up-to-date records in the Stores Management System. <p>5. Team Leadership:</p> <ul style="list-style-type: none"> > Supervise, train, and mentor Stores staffs, including clerks. > Conduct performance evaluations and provide feedback to team members. > Foster a culture of continuous improvement and teamwork within the warehouse.
Category	
Qualifications	BE in Electronics & Communication
Experience	Minimum 10+ years of industry experience with Proven work experience as an Stores Manager in the Electronics Industry
Technical & Process Capabilities	<ul style="list-style-type: none"> Experience in identification and handling of Electronics Components Commodity-wise components segregation and storage Daily Operation planning to align with Manufacturing Plan Strong organizational and multitasking abilities. Excellent leadership and team management skills. Effective communication and interpersonal skills. High attention to detail and accuracy. Proficiency in Microsoft Office, particularly Excel. Ability to work extended hours during peak periods or to meet project deadlines.
Behavioural	<ul style="list-style-type: none"> Good verbal and written communication Proactive & critical thinking Self driven, open to exploring & adapting to new technologies
Values	Ethics & Integrity, Knowledge, Collaboration, Caring, Agility, Empowerment with Accountability and Sustainability
Preferred Experience, Knowledge & Attributes	<ul style="list-style-type: none"> Preferred experience in Electronics Components Stores management
Compensation	To be filled by hr