

Company Name	WEST QUAY MULTIPOINT PVT LTD
Location	Vizag
Position	STORE KEEPER
Qualification	Graduation + Diploma in Logistics (Preferred)
Experience	4 + year experience in handling Stores and Logistics functions.
Key Roles & Responsibilities	<ol style="list-style-type: none"> 1. Ensures that incoming and outgoing shipments meet Port requirements and quality and safety standards; receives and inspects equipment, supplies and materials and reconciles shipments to purchase orders specifications, packing slips, invoices or other documents; identifies, reports and processes problem orders according to established procedures, such as reporting damage, overages and shortages to appropriate sources and following-through to ensure problems are appropriately addressed; according to established procedures, packs, labels, seals, weighs, insures, processes and distributes outgoing shipments; as directed, tracks, follows-up on and expedites past due purchase orders. 2. Daily checking the follow activities: forklift, pallet jack, carts, hand trucks, drum lifts and conveyers to load, unload and move items in a warehouse; checks in and labels items for storage in assigned stock locations; within established policies and procedures, assigns numbers to and tags newly received fixed assets or minor items; stocks and arranges shelves and rotates stock as needed; as directed, performs and reports stock location changes; participates in periodic inventories, including blind count cycle, spot, annual, velocity and special category inventories; locates, pulls and issues requested supplies, equipment and other materials to accurately and efficiently fill requisitions and orders; maintains warehouses and storage yards in a safe, clean, orderly condition and follows safety and sanitation policies and procedures; inspects equipment to ensure maintenance and safety. 3. Close supervises to assigned person in a timely and safe manner, delivers and picks-up assigned items, including materials, equipment, supplies and furniture, to and from Port sites or vendor locations; operates a delivery vehicle and related delivery equipment and tools; marks and labels items for delivery; completes delivery manifests; performs daily inspection of vehicle and promptly notifies Engineering of any problems; maintains vehicle cleanliness; follows and makes recommendations for changes to delivery routes and schedules. 4. In compliance with local laws regulations and Port policies and procedures, properly receives, inspects, handles, stores, distributes and, as directed, disposes of a variety of hazardous materials purchased or used by the Port. 5. In compliance with established procedures and pertinent regulations, receives, stows, and maintains inventory of excess items/assets; collects, receives and displays excess items/assets; as directed, coordinates the delivery of reutilized excess items/assets; as directed and within established policies and procedures, prepares surplus items/assets for movement to sale; as directed and within established

policies and procedures, disposes of items/assets by scrapping or other means of destruction.

6. As directed, organizes, completes, maintains, and updates related records, files, lists, logs, forms and other documentation in all areas outlined above, including, but not limited to: receipt reports and records; return goods recording; recording and reporting of excess items/assets sold or otherwise disposed of; fixed asset and minor items tagging reporting; damage, shortage, and overage reports; damaged goods claims; delivery manifests; shipping documents and bills of lading for outbound shipments; hazardous materials records and reports.
7. As directed, enters and retrieves a variety of data in the SAP financial management database to account for items/assets and inventories; utilizes related software programs, including those associated with shipping, receiving, storage and distribution, to ensure efficient and effective operations; makes digital images of stock inventory items, damaged freight, and other items as directed for inclusion in records, reports, or catalogues.
8. Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.