



Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

Name of the Post	Junior Officer [Stores] Code : JO17-12
SBU / Location (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Industrial Packaging - Baroda
Job Description	The incumbent will be responsible for – Proper maintenance of all store items based on records, in full compliance with standard procedure 2. Physical issuance/ return of items as required from time to time, updation in records 3. Ensure zero stock-out for stores items, coordinate with production/ supply chain/ marketing/ vendors for same 4. Reconciliation between physical and book stock as required, ensure nil variance 5. Updation/ generation of stores related SAP reports 6. Ensure safety, security of all stores items 7. Ensure full compliance with HSE guidelines, implementation of 5S in stores 8. Operating material handling equipment for movement/ issue of stores items 9. Any other responsibilities assigned time to time. Note: - The above responsibilities mentioned are indicative and not exhaustive.
Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)	Please refer relevant columns posted corresponding to the code JO17-12, Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening
Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile & Other General Terms & Conditions	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening