



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

JOB DESCRIPTION - Senior Storekeeper

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	Senior Storekeeper
Job Type	Regular, Full time
Reporting to	In-Charge – Purchase, Stores & Estate
Will also work very closely with	<u>Key Internal:</u> Faculty & Staff <u>Key External:</u> Vendors
No. of Positions & Job Location	One Position – BITS Hyderabad Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Receiving & inspecting all incoming materials and reconciling with purchase orders; processing and distributing documentation with purchase orders; reporting, documenting and tracking damages and discrepancies on orders received.• Arrange for the storage in appropriate places and ensures safe keeping both as to quality and quantity of materials.• Store materials, supplies, equipment, etc. according to weight, temperature, size, safety precautions or other concerns. Maintains the warehouse, records area and stores area in a neat and orderly manner.• Record the receipt and issue of material in the respective bin card and store ledger to indicate the quantity of stock held by the store every time.• Dispense stock from storeroom by measuring, counting and/or cutting requested amounts requiring knowledge and experience handling the goods or materials; documents for inventory and billing purposes.• Review stock/inventory reports and uses specialized knowledge of goods to estimate needs and order appropriate quantities of standard and special order items, recommends and implements additions or deletions to standard stock items.• Initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof. Also stoppage of further purchasing when the stock level approaches the maximum limit.



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	<ul style="list-style-type: none">• Issue materials only in required quantities against authorised requisition notes/material lists.• To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.• Counts inventory periodically and reconcile with records and/or inventory tickets; performs annual inventory count and reconciliation; reports to auditors or designated departments; researches and resolves discrepancies.• Advises users/customers regarding stock items or supplies suitable for needs using knowledge of and experience with goods or materials.• Tracks surplus items; prepares lists for items to be sold at auction.
Qualification and Personal Profile	<ul style="list-style-type: none">• Any Graduate, Preferably Diploma in Stores Management• 5-6 years of experience in Stores Department in reputed organizations/educational institutions.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Knowledge of goods or materials in assigned storeroom.• Knowledge of basic buying and purchasing practices.• Knowledge of inventory principles and practices.• Knowledge of supervisory principles and practices.• Skill in appropriate use of goods and materials in storeroom.• Good Knowledge of MS-Word, Excel and excellent internet/Email experience.• Willingness to learn and to do hard work.
Compensation	Starting Basic Pay of Rs. 29200 per month at Level 5