

Terms of Reference for Store Manager

Job Title	Store Manager
Grade	M3
Reports to	Respective Administrative Manager
Location	Project Sites

Job Purpose

To be responsible for the efficient and cost-effective use of facilities for storing and distributing consignments of goods and materials ensuring timely delivery of orders. Maintains stocks of inventories as required by the Projects for its efficient operations.

Job Responsibilities

1. Should be the custody of all the materials at warehouse
2. Proper maintenance of inventory in the warehouse
3. Timely delivery of materials and goods at sites on demand by end users.
4. Develops and recommend warehouse procedures and practices to cover all aspects of product distribution and storage.
5. Ensure that the inward goods meet quality standards and guidelines.
6. Co-ordinates transfer of goods to and from warehouse.
7. Liaises with concerned Project Engineers to ensure an efficient distribution system is provided for the Project.
8. Plans warehousing and distribution programmes and recommend rationalization or expansion of distribution centres as appropriate.
9. Ensures accurate inventory control databases systems and records are maintained.
10. Manages warehouse staff, resources and budget.
11. Ensures appropriate safety standards are maintained in the warehouse at all times.
12. Shall be the member of Project Implementation Committee

Functional Dimensions Contextual Information	
Staff	Colleagues
Qualification, Knowledge, Skills and Experience	Should have minimum of BBA/B.Com/BBM. Should have strong Communication skills with sound knowledge of logistics techniques and technology. Should possess sound organisational, analytical and problem-solving skills.