

ANNEXURE-I

JOB DESCRIPTIONS

14. Inventory Control Engineer.

Job Title:	Inventory Control Engineer
Function / Department:	Materials Department
Reporting to:	Assistant Manager - stores.
Reporting Authority for:	Assistant - Inventory & issues Assistant - Perpetual Inventory.

Duties and responsibilities:

1. Identify industrial materials based on description and specification.
2. Provide support / assistance to Asst. Manager, Stores for all stores activities i.e. system development / improvement.
3. Reviews all incoming requisitions and ensures correct and complete description, mother equipment data, working qty, Machine nos, groups, justification based on past consumption data.
4. Periodic reviews of stocks levels and initiate requisitions as and when required in coordination with Asst. Manager.
5. Schedule reviews of all materials groups through out the year and arrange replenishment requisitions accordingly.
6. Continuous monitoring of inventory of stock items to initiate requisitions well in advance, especially vital and essential items.
7. Responsible for Codification, Standardization and variety reduction, setting levels, categorization of items, ABC analysis, etc...
8. Preparation of non-moving and obsolete items lists with value and acquisition dates for disposal.
9. Develops materials catalogues and library.
10. Monitoring of outstanding Local/Foreign Requisitions/Purchase Orders and follow up for deliveries.
11. Continuous development/improvement of computer reports.
12. Preparation of correspondence/faxes / e-mails to various suppliers with discrepancy details for getting correct replacements or resolution of discrepancies.
13. Liaise with other departments/sections relating to materials replenishment planning for scheduled plant/machinery shutdown.
14. Preparation of insurance claim for damages/lost in transit foreign consignments.
15. Preparation of tender for sale of scrap/obsolete items.
16. Attending to on call duty after office hours.
17. Any other work assigned by Asst. Manager, Stores/Dy. Materials Manager/Senior Materials Manager.

ANNEXURE-I**JOB DESCRIPTIONS****Key Result Areas**

Key Result Area	Performance Measures
a. Inventory Management	Accuracy of item segregation (surplus, non-moving & obsolete) via MIS report. Annual Stock Taking and Compilation Report.
b. Codification, standardization and categorization of items, ABC analysis	Setting inventory levels and continuous monitoring of vital and essential items. Daily/weekly review of fast moving items.
c. Materials replenishment planning for plant/machinery shutdown	Liaise with other departments / sections for timely forecast of materials requirements.
d. Customer satisfaction	Follow up and supply for urgent requirements and monitoring
e. Monthly MIS	Timeliness, quality and accuracy
f. Developmental initiatives	Assistance to the Asst. Mgr-Stores on initiatives like variety reduction, standardization, cataloguing, library, updating of data of incoming materials, etc.

Personal Specifications

Qualifications	Experience	
	Years	Area / Function
Degree in Mechanical Engg.	3 - 5 Years	Experience in Inventory Management function or Mechanical Maintenance with skills in Spares management/forecast. Should have working experience in a computerized systems.