

Role: Store Manager

Inventory Management:

1. Maintain a comprehensive inventory control system (should be well verse with ERP software i.e Zoho books)
2. Ensure accurate and up-to-date records of all stock items (raw materials, packaging, finished goods).
3. Implement stock control procedures (FIFO/LIFO) to optimize inventory levels and minimize waste.
4. Develop and manage reorder points to maintain sufficient stock levels for production.
5. Conduct regular inventory audits to ensure accuracy and identify discrepancies.

Warehouse Operations:

1. Oversee the efficient receiving, storage, and issuing of stock items.
2. Manage warehouse layout and organization for optimal space utilization.
3. Implement and enforce safety protocols within the warehouse environment.
4. Maintain a clean, organized, and pest-free warehouse environment.
5. Supervise and train warehouse staff on proper inventory handling procedures.
6. Maintain clear communication with production and purchasing departments to ensure smooth stock flow.