

Job Title: Store Keeper

Role Overview

We are looking for a disciplined and detail-oriented Store Keeper to manage our construction site inventory. You will be responsible for the receipt, storage, and issuance of all construction materials, tools, and machinery. Your primary goal is to ensure zero wastage, prevent theft, and maintain an uninterrupted supply of materials to the project team.

Core Responsibilities

1. Material Receipt & Inspection

- **GRN Management:** Create Goods Received Notes (GRN) for every delivery.
- **Quality Check:** Verify that the quantity and quality of incoming materials (e.g., bricks, sand, rebar) match the Purchase Order (PO) and Delivery Challan.
- **Damage Reporting:** Identify and report any discrepancies or damages to the Project Manager and Procurement team immediately.

2. Inventory Control & Issuance

- **Stock Maintenance:** Organize the yard/store using the **FIFO (First-In-First-Out)** method to prevent material expiration (crucial for cement and chemicals).
- **Material Requisition:** Issue materials to contractors and laborers only against authorized requisition slips.
- **Inventory Tracking:** Maintain a Daily Stock Register (DSR) to track the movement of "high-value" items like diesel, copper wires, and power tools.

3. Documentation & Reporting

- **Logistics Tracking:** Maintain records of all tools and plant machinery (T&P) sent for repair or moved between different project sites.
- **Monthly Audits:** Conduct physical stock verification at the end of every month and reconcile it with the digital or manual ledger.
- **Minimum Stock Levels:** Monitor "Buffer Stocks" and alert the purchase department before critical materials run out to avoid site downtime.

4. Site Safety & Housekeeping

- Ensure flammable materials (paints, fuels) are stored according to safety protocols.

- Maintain a clean, hazard-free storage area to prevent accidents and material degradation.
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Requirements & Qualifications

- **Experience:** 2–4 years of experience as a Store Keeper, specifically within the **Real Estate or Construction** industry.
 - **Education:** High School diploma or Degree in Supply Chain/Logistics; a technical understanding of construction materials is a huge plus.
 - **Technical Skills:** * Basic knowledge of **ERP software** (like SAP, Tally, or customized construction ERPs).
 - Proficiency in **MS Excel** for maintaining stock sheets.
 - **Attributes:** High level of honesty and integrity; physical stamina to manage site-wide inventory; and strong organizational skills.
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Key Performance Indicators (KPIs)

- **Stock Accuracy:** The variance between physical stock and book stock should be <1%.
- **Zero Downtime:** Ensuring no work stops due to "out of stock" scenarios for critical items.
- **Wastage Control:** Monitoring and reducing material wastage/pilferage on-site.

About Fidel

Fidel offers comprehensive construction services across multiple sectors, with expertise in high-rise buildings. We Provide turnkey projects across Gujarat. Our services include:

- Residential: Construction of homes and apartment complexes.
- Commercial: Office buildings and retail spaces.
- Industrial: Large-scale industrial facilities and infrastructure.
- Institutional: Educational, healthcare, and governmental buildings.

The company's goal is to help build skylines and create lasting infrastructure solutions.