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Job Information

Recruiter

JAC Recruitment India

Job ID

1616892

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

October 13th, 2026 11:08

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview: The company is a Japanese joint venture engaged in the manufacturing of industrial refrigeration compressors and related equipment. Its products are widely used across industries such as cold storage, food processing, dairy, breweries, ice plants, petrochemicals, and other industrial refrigeration applications. The organization is known for providing advanced refrigeration solutions and maintaining high standards of quality, technology, and engineering expertise.

Job Overview: Candidate having Knowledge of Inventory & Store .

Job Responsibilities:

- Receive incoming materials and verify them against Purchase Orders (POs) and delivery challans.
- Inspect received materials for quantity, quality, and any damages or discrepancies.

- Prepare and post Goods Receipt Notes (GRNs) accurately in the ERP/Inventory Management System.
- Ensure proper storage of materials with correct labeling, bin location allocation, and adherence to FIFO/FEFO practices.
- Issue materials against approved requisitions and production orders while maintaining issue and return records.
- Maintain accurate inventory records and stock registers; reconcile physical inventory with system records.
- Conduct cycle counts and assist in periodic stock audits and physical verification activities.
- Monitor inventory levels, reorder points, and identify slow-moving, non-moving, or obsolete stock items.
- Coordinate with Purchasing, Production, Quality, and Accounts departments regarding material availability, returns, and rejections.
- Generate and maintain daily, weekly, and monthly inventory reports, including stock status, consumption, ageing, and variance analysis.
- Ensure compliance with housekeeping, safety, and security standards within the store area.
- Manage documentation related to dispatches, inter-unit transfers, and gate passes (returnable/non-returnable).
- Support process improvement initiatives to enhance store operations, inventory accuracy, and overall efficiency.
- Ensure safe handling and storage of materials in compliance with company policies and procedures.

Job Requirement:

- Qualification - Graduation / Diploma (Mechanical)
- Experience - 2 – 4 years

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Company Description