

PACKAGES CONVERTORS LIMITED BU-FC	Document type Job Description
	Title Supervisor Paper & Board Store

Prepared by AM Poly	Approved by <i>[Signature]</i> BUM FC	PAGE 1(1)	REV 2	DATE 01.07.2024	DOC NO. JD/PBS/BUFC /01
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Approved on (Date): Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:

Job Identification:

Position: Supervisor – Paper & Board Stores

Location: Paper & Board Stores department

Key Organizational Relationship:

Accountable To: Assist Manager Poly Lamination Paper & Board Stores

Basic Functions:

To ensure effective implementation of the instructions given by Assist Manager Planning,
Poly Lamination Paper & Board Stores

Duties and Responsibilities:

1. To arrange IMI of incoming offset material as per agreed protocol with in three hrs.
2. To ensure unloading of incoming material with in two hrs.after IMI
3. To make GRN in system while receiving the material from supplier on daily basis.
4. To issue the material in system delivered to production department on daily basis.
5. To lift the rejected or good material against SRN from production floor and also return the stock in system on daily basis.

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6. To arrange the verification of rejected material on weekly basis and send back the verified rejection to supplier against rejection note/debit note after getting the vehicle weight 10 tons
 7. To email rejection data to supplier after sending the vehicle same day while sending the rejected material vehicle.
 8. To ensure Zero material waiting on offset machines in business unit cartons or business unit flexible.
 9. To conduct internal and external audit as per schedule provided by concerned department.
 10. To maintain SAP stock =Physical stock
 11. FIFO implementation in offset and roto stores and maintaining three months record for meeting audit requirements.
 12. To sustain safe environment and working condition in all stores.
 13. To ensure all wrapping, stacking and other required standards of raw material present in the stores.
 14. SAP stock =Physical stocks
 15. Shift Management of all drivers and store keepers.
 16. To make necessary contingency arrangements for material handling and storage in case of emergency.
 17. To develop close liaison with planning of the respective BU's
 18. Implementation of offset material unloading /Loading checklist and cleaning checklist in warehouses
 19. To ensure creating the rejection note / debit/credit with in two days after sending rejection to supplier
 20. to ensure vender end stock = SAP stock (by issuing in system as per decided protocol)
 21. To insure smooth operation for roto and offset in absence of related store keeper.
 22. To ensure issuance of material to pile store as per loading plan sent by BuFc planning on daily basis.
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QUALIFICATION GUIDES:

EDUCATIONAL:

ACADEMIC:

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PROFESSIONAL:

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EXPERIENCE:

TRAINING:

Three month training in relevant field.

