

VACANCY NOTIFICATION

1.	Name of the Organisation:	Diwakar Enterprises Private Limited.
2.	Employment Type (Regular/ Contractual/ Part Time)	REGULAR
3.	* Name of the post:	Store Manager
4.	* Job Function:	Store Management
5.	* Additional Job Information:	-
	(i) Technical/ Must have skills	a. Proficiency in inventory management and Data entry skills. b. Receiving and storing materials: Ensuring materials are received properly and stored in the designated area. c. Dispatching finished products. d. Maintaining records: Maintaining stock and consumption records, and preparing monthly store reconciliation statements. e. Verifying bills: Verifying bills from the Plant Head. f. Checking quality: Checking incoming materials for quality against invoices, purchase orders, and packing slips. g. Issuing materials to user departments, and returning indents with mistakes or discrepancies. h. Coordinating with other departments.
	(ii) Good to have skills	-
	(iii) Soft Skills	Good communication skills.
6.	* No. of Vacancies (in figures):	01
7.	* Level/ Post:	-
8.	* Qualification required: Essential/ Desired	Graduation.
9.	* Work experience required (in years):	10+ years.
10.	* Age range (in years):	35-50
11.	* Location of Job:	Bawal, Haryana
12.	* Salary range per month (Approx CTC):	Rs. 50, 000/-
13.	* Additional Benefits offered:	PF as per company's rules.
14.	Aligned courses (Full time/ Part Time)	-
15.	Travel Requirements	As per company's guidelines.
Last date to received names from RSB/ZSB		21 Oct 2024.
Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.		
Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.		