



JOB DESCRIPTION



Position	Executive Admin	
Reporting To	Manager Production	
Job Purpose	Recording Day to day transaction, Store Management	
Qualification Required	HSC/Graduate	
Experience Required	0.6 - 1 Year	
Key Objectives / Tasks / Responsibilities	Performance Indicators/ Outcomes/Activities	
Record of Material Inwar Outward Tally Entries Dispatch Coordination Petty Cash	Control of Admin activities – Petty cash handling	
	Store activity Inward and outward and data entry & Dispatch coordination	
	Tally data entry of Material Inward and outward. Raw Material/WIP/FG	
	Inventory MIS	
	Preparing Batch Cards & Issue to production	
	Labour attendance	
	Monthly physical stock verification	
	Invoice generation	
Stock reconciliation of RM /PM /WIP/FG and samples.		
Behavioral Competencies		Technical Competencies
Coordination		Knowledge of Tally, ERP system
Accuracy		Taxation knowledge
Data management		Sound knowledge of MS-Excel
Written & oral communication		Strong Analytics
		Typing