

Job Title: Store Assistant			
Business Unit:	PSMRI	Domain:	SCM
Location:	Ahmedabad	Band/Grade:	1A
Department:	SCM (Supply Chain Management)	Last updated on:	March 2026
		Degree of Travel required to:	Moderate Local Travelling
Key stakeholders	External		Internal
	Vendor		TM, Territory Admin, Inventory, Maintenance Team, IT Team, CALM Team, Account Team
Reporting structure	Role directly reports to		Positions that report into this role
	SCM Manager		NA
Essential Qualifications	Any Graduate		
Essential Experience	Min 0 to 1 year experience in Inventory, Store management.		
Competencies	<ol style="list-style-type: none"> 1) Knowledge of SCM process. 2) Vendor management 3) Team collaboration 4) Ability of quality control 5) Knowledge of basic Inventory, store & warehouse management. 6) MS-Office 		
Decision Making Control			
Values			
Knowledge	<ul style="list-style-type: none"> ● Expertise – we strive for a deeper understanding of our domain ● Innovation – we aspire to do things creatively. 		
Action	<ul style="list-style-type: none"> ● Entrepreneurship – we are empowered to act decisively and create value ● Integrity – we are consistent in our thoughts, speech, and action for our products 		
Care	<ul style="list-style-type: none"> ● Trusteeship – we protect the interests of our customers, community, employees, partners, and shareholders ● Humility – we aspire to be the best, yet strive to be humble. 		
Impact	<ul style="list-style-type: none"> ● Performance - We strive to achieve market leadership in scale and profitability, wherever we compete. ● Resilience - We aspire to build businesses that anticipate, adapt, and endure for generations. 		

Key Roles/Responsibilities:

- Receive, load, and unload incoming goods and materials
- Organize and maintain stock in the store properly
- Assist in inventory management and stock counting
- Ensure cleanliness and proper arrangement of the store area
- Pack and prepare items for dispatch or delivery
- Check goods for damage or discrepancies and report issues
- Follow safety guidelines while handling materials
- Basic Computer Skill (MS Excel, MS Word, MS Power Point)
- Support storekeeper or supervisor in daily tasks
- Level 1 PR,PO & GRN (Procurement & Material Management Process Using ERP)

How to apply – Email ID for CV (Mandatory) - Recruitment.SS@piramalfoundation.org

For Application details link (Mandatory) - <https://forms.cloud.microsoft/r/1M43hD9BfP>