

WORK VAPOR

Job Link: <https://workvapor.in/jobs/jewellery-inventory-and-stock-head/>

HIRING ORGANIZATION

First Placement Division

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Jaipur, India

DATE POSTED

? March 23, 2026

JEWELLERY INVENTORY AND STOCK HEAD

BASE SALARY

INR 70000 - INR 100000

DESCRIPTION

Job Title: Inventory & Stock Head (Jewellery)
Manage stock, ensure accuracy, and handle secure inventory operations.

Organization: First Placement Division
Location: Jaipur, Rajasthan
Job Type: Full-time
Experience: 8 – 10 Years (Jewellery Preferred)
Salary: ₹70,000 – ₹1,00,000 per month
Work Mode: On-site
Contact Number: +91 9509132112

About the Company

First Placement Division is a recruitment consultancy hiring for premium jewellery businesses. The role is for a high-value inventory environment with strict stock and security processes.

Job Overview

We are hiring an experienced Inventory & Stock Head to manage jewellery stock, ERP accuracy, and security operations. This is a senior role requiring strong leadership and attention to detail.

Key Responsibilities & Role Details

- Manage jewellery stock and ensure ERP and physical stock match perfectly
- Handle complete inventory and ERP stock management
- Ensure all stock entries (inward, outward, returns, billing) are updated daily

- Maintain 100% stock accuracy and reconciliation
- Conduct regular stock audits and day-end reports
- Manage vault operations with strict security checks
- Ensure locker handling and safety protocols
- Maintain organized and clean stockroom
- Supervise and train stock team members
- Coordinate with sales, finance, and operations teams
- Report any discrepancies or issues immediately

Eligibility & Skills Required

- Graduate in any discipline (Commerce preferred)
- 8–10 years experience in stock/inventory management
- Jewellery or luxury retail experience preferred
- Strong knowledge of ERP and stock systems
- Good leadership and team management skills
- Strong attention to detail and responsibility
- Good communication and coordination skills
- Proficiency in MS Excel

Perks & Benefits

- High salary package
- Senior-level role
- Work in premium jewellery environment
- Growth opportunities

How to Apply

Contact Details:

Call/WhatsApp: +91 9509132112