

WORK VAPOR

Job Link: <https://workvapor.in/jobs/store-keeper-store-executive/>

HIRING ORGANIZATION

Greendot Biopak Pvt. Ltd.

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 29, 2026

JOB LOCATION

Changodar, Gujarat, India

STORE KEEPER / STORE EXECUTIVE

BASE SALARY

INR 18000 - INR 22000

DESCRIPTION

Job Role: Store Keeper / Store Executive

Company: Greendot Biopak Pvt. Ltd.

Job Type: Full-Time

Work Mode: On-Site / In Person

Location: Changodar, Ahmedabad, Gujarat

Salary: ?18,000 – ?22,000/month

Experience: 5–10 Years

Industry: Compostable Plastic Manufacturing

Education: Bachelor's Degree or Diploma

Preferred Sectors: Manufacturing / Plastic / Packaging

HR Contact: Greendot Biopak Pvt. Ltd.

Email: business@greendotbiopak.com

Application Subject: Application for Senior Store Keeper / Store Executive – Changodar, Ahmedabad

GreenDot Biopak Pvt. Ltd. manufactures **compostable and sustainable packaging solutions**. The company is looking for an experienced Store Keeper / Store Executive to manage inventory, store operations, and material movement.

The selected candidate will handle raw materials, packing materials, consumables, and finished goods. The position also includes ERP entries, stock reconciliation, documentation, inventory reporting, and coordination with Production, Purchase, Quality, and Dispatch teams.

Key Responsibilities

- Manage end-to-end store operations.
- Receive, store, issue, and dispatch materials.

- Handle **raw materials, packing materials, consumables, and finished goods.**
- Maintain accurate inventory records through ERP systems.
- Reconcile stock regularly.
- Monitor stock levels and identify shortages.
- Coordinate with Purchase and Production teams for material availability.
- Make ERP transactions such as **GRN, material issues, stock transfers, and inventory adjustments.**
- Maintain GRNs, delivery challans, stock registers, invoices, and material movement records.
- Conduct physical stock verification and cycle counts.
- Analyze inventory data and control stock discrepancies.
- Help reduce material losses.
- Coordinate with Supply Chain, Production, Quality, and Dispatch teams.
- Follow **FIFO/FEFO, 5S, safety standards, and store procedures.**
- Improve store processes and inventory controls.
- Prepare daily, weekly, and monthly inventory reports and MIS.
- Support internal, external, and statutory audits.

Experience Requirements

- **5–10 years of experience** in Store, Inventory, or Warehouse Management.
- Manufacturing industry experience is required.
- Plastic, packaging, or related industry experience is preferred.
- Experience managing store operations and inventory systems.

Educational Qualification

- Bachelor's Degree or Diploma in:
 - Supply Chain Management
 - Commerce
 - Business Administration
 - Related disciplines

Technical Skills

- Inventory Management
- ERP Systems
- Warehouse Operations
- Supply Chain Coordination
- Inventory Reporting
- Stock Reconciliation
- Documentation Management
- Process Improvement

Software Skills

- **SAP**
- **Tally**
- Oracle
- Microsoft Dynamics
- MS Excel
- MS Word

Leadership & Management Skills

- Ability to manage store operations.
- Ability to coordinate with cross-functional teams.
- Strong analytical skills.
- Good inventory planning skills.
- Strong documentation skills.
- Ability to maintain process discipline and stock accuracy.
- Good problem-solving skills.

Why Join GreenDot Biopak

- Work with a growing sustainable packaging company.
- Professional manufacturing environment.
- Exposure to modern ERP and inventory systems.
- Opportunity to improve operational processes.
- Career growth opportunities.
- Collaborative work environment.

How to Apply

Send your **updated resume** to:

Email: business@greendotbiopak.com

Subject: Application for Senior Store Keeper / Store Executive – Changodar, Ahmedabad