



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	Store In Charge	DEPARTMENT	Non-Academic
REPORTS TO	Head of Administration and Operations		

Wellington College International Pune (WCIP) will be the eighth in the Wellington College International family and the first of several planned for India. Allied to the Unison Group, one of India's leading educational providers and renowned for quality and academic rigour, WCIP will benefit from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCIP embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools.

Main Task and Responsibilities:

Key Responsibilities: -

- Acceptance of goods from Vendor and proper record keeping of the same. Ensure the goods received are as per challan/ PO. In case of any discrepancies, details to be shared with all concerned
- Issuance of goods/ material to concerned department on receipt of goods and maintaining issuance register
- Updation of IMS and stock register.
- Posting of GRN on the procurement software and submission of invoices to accounts team for payment processing.
- Daily submission of reports on goods received and issued
- Maintenance of stock level in coordination with academic and non-academic staff requirement. Ensure availability of regularly used items and maintain minimum stock levels as required and place order as needed
- Conduct monthly stock taking of consumables and regularly used items/material
- Analysis of consumption pattern of items.
- Complete store administration and management. Ensure compliance with policies and procedures
- Tagging and record keeping of all the assets using Assets TAG software
- Monitor material movement to and from store
- Submission of goods bills received from vendors to Accounts and Finance Team. Ensure proper record is maintained on submission of bills
- Raise purchase requisition for all the requirements pertaining to Admin



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Person Specification

Essential Experience / Qualifications Required

- > 4 years of experience in store management
- Must have hands on experience with Inventory Management system / automation of store keeping.

Skills and Personal Qualities

- Aptitude in decision-making and working with numbers
- Problem solving skills and analytical skills
- Knowledge of MS office

Essential Values, Behaviours and Attitudes:

- Effortlessly liaise with all the other teams.
- Well organized and process driven.
- Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility).
- Time management skills and ability to work under pressure.
- Discrete and sensitive to confidentiality.
- Self -motivated, detailed-minded, professional, organized, independent and mature.