



Innovative Electronics For You

M. B. Control & Systems Pvt. Ltd.

CIN : U67120WB1980PTC033012 | PAN : AABCM7980K | GST NO. : 19AABCM7980K1ZU

Registered & Corporate Office

31/1, Ahiripukur Road, Kolkata, West Bengal 700019 | +91 98313 30473, 98312 06454

+91 033 2287 0445 | enquiry@mbcontrol.com | www.mbcontrol.com



QM 004, EM 016



ISO 9001 : 2015
IND/QMS/NAB-C1978/2658

M.B. Control & Systems Pvt. Ltd. (MBCS), is an ISO-9001 company. Since our inception in 1983, we have been committed to provide innovative electronic systems and equipment for control and monitoring of industrial processes. Through the years, MBCS has become a Powerhouse and is synonymous with all Power and Renewable Energy Projects – both big and small.

Our system solutions are suitable for Energy management systems, Weather Monitoring Solutions, Telemetry Systems, Remote Data Collection System, Phasor Measurement Units, RTU Control Panels and Systems, SCADA systems and Sub-Station Automation Systems.

Our team of experts is available to dispense expert technical support, and provide technical solutions to questions ranging from generic to complex. We consider excellence of products and service as a key to gaining customer loyalty and satisfaction. We have pan India presence via dealer and distribution network.

All the products we offer can be viewed on our website www.mbcontrol.com. We have clients such as in power generation (wind, solar, hydro etc.), OEM, Transmission, IPP, CPP, Heavy Industries etc.

Achieve your potential - build an exciting career

Discover the opportunity to join a dynamic, and responsible company that fosters the development of all its people and communities around the world. Every day, we challenge employees to achieve more and experience exciting careers.

JOB PROFILE:

Position: Store Executive

Department: Store / Warehouse

Reports To: Store Manager

Location: Howrah

Employment Type: Full-time

MBCS is actively searching for a highly motivated and experienced Store Executive to oversee the inventory and supply chain operations of our engineering company. The Store Executive will play a critical role in ensuring the efficient management of materials, adherence to inventory policies, and support of production requirements.

Key Responsibilities

Inventory Management:

1. Oversee the receipt, storage, and issuance of materials and supplies.
2. Maintain accurate inventory records using appropriate systems and conduct regular stock audits.
3. Develop and implement inventory control strategies to minimize waste, obsolescence, and stock discrepancies.

Warehouse Operations:

1. Ensure optimal organization and layout of the store/warehouse to maximize efficiency.
2. Implement safety and security protocols to safeguard inventory and prevent accidents.
3. Monitor material handling equipment and schedule maintenance as needed.

Procurement Coordination:

1. Collaborate with the procurement team to ensure timely ordering and replenishment of materials.

Reporting and Documentation:

1. Prepare and present regular reports on inventory status, stock movements, and discrepancies.
2. Maintain comprehensive documentation of incoming and outgoing materials, including receipts, invoices, and delivery notes.

Process Improvement:

1. Analyze store operations to identify inefficiencies and implement process improvements.
2. Stay updated on best practices and technologies related to inventory management and supply chain optimization.

Collaboration and Coordination:

1. Work closely with production, procurement, finance, and quality control teams to align store operations with overall company objectives.
2. Act as a point of contact for interdepartmental inquiries related to inventory and supply chain.

Skills and Qualifications:

- Education: Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field.
- Proven experience: 3+ years of experience in inventory/store management, preferably in an engineering or manufacturing company.
- Strong knowledge of inventory management systems, ERP software, and warehouse operations.
- Excellent leadership and team management skills.
- Analytical mindset with strong problem-solving capabilities.
- Office-based with occasional travel to supplier locations as required.
- Excellent communication and interpersonal skills.
- Time management and organizational skills.
- Others (e.g. language skills, technical skills): English, Computer Knowledge, Regional language

Location: Full-Time On-Site. Howrah Location.

M.B.C.