



ADITYA BIRLA GROUP

Annexure I : ABG Job Description Template

Basic Details: Fill the required information about business, unit, location, position, reports to position and date of updation of JD

Business	Textile & Apparel		
Unit	Aditya Birla Fashion and Retail Limited (Pantaloon)		
Location	East		
Poornata Position Number of the job		Reports to: Poornata Position Number	
Poornata Position Title of the job	Warehouse Executive	Reports to: Poornata Position Title	Store Manager
Function	Operations	Reports to: Function	Operations
Department		Reports to: Department	
Designation of the Employee		Designation of the Manager	
Date of writing/updation of JD	September 2021		
Prepared By			
Approved By			

1) Job Purpose: Write the purpose for which the job exists (in 2-3 lines)

To ensure timely availability of merchandise to the store by coordinating with distribution centers and vendors. Adhering to SOP and ensuring smooth inward of material, tagging and segregation of the same to be sorted and stored in the store warehouse room. Coordinating with the DMs for stock replenishment. To control shrinkage by regular checking of tags, maintenance of registers as per SOP. To maintain healthy inventory at the store. Inventory management for Omni Channel business.

2) Job Context & Major Challenges: Write the specific aspects of the job that provide a challenge (internal and external) to the jobholder in the context of the Business/Unit/Function/Department/Section

The major challenges for the job holder are:

1. Maintaining healthy store inventory in line with dynamic seasonal / store requirements.
2. Maintaining 100% Error free tagging of inventory.
3. Maintaining store shrinkage within the specified levels as mentioned in the SOP.



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4. Maintaining the Warehouse Platinum Standards as per the SOP
5. Efficient Movement of goods from the vehicle to the warehouse and vice-versa
6. Ensuring that all the registers are maintained properly.
7. Ensuring zero order rejections & timely order acceptance, trip sheet generation & shipment handover to LSP (logistic service partners) for Omni channel business (BODFS).

3) Key Accountabilities: Write the key results expected from the job and the supporting actions for each of these key accountabilities. For a majority of jobs typically there could be 4- 7 key result areas)

Key Accountabilities	Supporting Actions
Upkeep of Ware House	• Maintenance of registers as per SOP • Tagging of all the merchandises and entry in SAP • DM wise segregation of stock (Brand - MC- Color - Option wise segregation). Maintaining of WH Platinum standards. • Ensuring that the warehouse is orderly and clean
Material Inward for a) Outside Brands	• Check invoice for proper address, quantity and PO, Scan SQ no / EN no and match it with PO. If there is a mismatch, then discrepancy note to be raised and sent to vendor • Generate GRN number • Make entries in Security / Warehouse registers • Vendor Material is sent directly to store floor
b) In-House Brands from Central Distribution Centre (CDC)/ Regional Distribution Centre	• Check the Vehicle LR & Delivery Chalan and ensure that the vehicle seal is not broken • Unloading the cartons with proper count • Checking carton weight and shifting Warehouse. If there is a difference of 200 grams, then a photograph is to be taken and sent to CDC.. CDC will convey decision to open or not. • Follow the same procedure in case of Carton damage - check cartons in presence of driver and get signoff from driver. • If weight is ok then create an inbound number • Scan, tally with DC system and do material inward if no article mismatch is found. • In case of discrepancy, follow ZSIT procedure
Material Outward	• Respond to mail from ZO for material outward request, Scan the materials, de-tag and properly pack them • Preparation of Return PO in case of vendor material, Stock Transfer Order (STO) in case of in-house brand • Count the materials in front of security, carton them, Send Mail to CDC for material pickup • Hand over material of DM to Warehouse • Check for Vehicle Credentials and prepare RGRN for vendor. For in house , PGR -post good receipt



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Stock Replenishment	- Communicate the Inward reports to all DMS - DM request through mail / in person - Ensure that Stock replenishment is done after entry in the warehouse security register
Shrinkage Control	- Proper Scanning and Bar coding of merchandises on material entry to be done - Conduct random Check every week for NPT Brand / PT brand to tally with Warehouse Barcode and Sales Bar code - Inform Security about the max number of trial merchandise to be taken into trial rooms and do random check to ensure that the merchandise tags are intact
Maintenance of Registers and documents	The following registers are to be maintained with proper entries as per SOP - Inward Register - [Vendor Register, CDC Register] - Outward Register - [Vendor, CDC Register] - Discrepancy Note - Barcode Register - Returnable register - Weight Register - Warehouse to floor register - Non Sellable Register (Hangars, carry Bag) -[Inward and Outward] - Scrap Register - (Garbage, Cartons) - Staff Uniform Register - Maintaining all the Invoices/ DCs in proper folders - Daily Report in the system about -system stock, negative inventory stock, article level report to be sent - To coordinate and conduct efficient stock take every month
Scrap Maintenance	- Consumables to be scrapped though the system at end of the month POS role - A proper record of all the scraps are to be maintained
Order acceptance to Shipment handover to LSP for Omni Channel business (BODFS)	- Ensuring level 2 quality check for all ordered items - Ensuring all orders are accepted in SAP within TAT. - Ensuring Shipment label, Tax invoice, trip sheet generation & shipment handover to LSP within timelines. - Taking care of all BODFS returns.

Key Role Parameters	
Relevant Experience to perform the role	SAP, Excel Knowledge (highly proficient)
Competencies	Analytical skills, business acumen, MS Office (Excel) knowledge, process orientation, Execution skills.