

## Assistant Manager – Spare Part Department (Burner & Heat Pumps)

### Job Responsibilities

- Lead, supervise, and motivate a team of **5–10 personnel**, ensuring effective task allocation, performance monitoring, and skill development.
- Oversee **end-to-end inventory management** to ensure optimal stock levels, minimize shortages/excess, and improve inventory turnover.
- Manage **warehouse operations**, including storage, layout optimization, housekeeping, safety compliance, and accurate material handling.
- Plan and manage **imported spare parts**, considering lead times, consumption trends, criticality, and forecasted demand to avoid production downtime.
- Handle **invoicing processes**, ensuring accuracy, compliance, and timely submission to finance/accounts.
- Ensure preparation and verification of **Goods Receipt Notes (GRN)** for both **local and imported materials**, maintaining proper documentation and system entries.
- Maintain accurate records in ERP/system for stock movement, receipts, issues, and valuation.
- Develop and implement standard operating procedures (SOPs) to improve efficiency, control costs, and ensure audit compliance.
- Establish and monitor **KPIs** related to inventory turns, stock availability, obsolescence, lead-time adherence, and warehouse efficiency.
- Ensure compliance with **statutory, customs, and internal control requirements** related to imports, inventory valuation, and material handling.
- Act as a **key stakeholder and advisor** to senior management on spare parts strategy, risk exposure, and long-term capacity planning.