

Executive - Materials

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal.

The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

Tata Medical Center, Kolkata, has strived to be one of the leading cancer care and research institutions in the country and has benefited West Bengal as well as the adjoining states and neighboring countries.

TMC is also running many academic programmes and has entered into institutional collaborations in education, research, and outreach programmes in the field of interdisciplinary medical, research and technology

To fulfill the above objectives, TMC invites applications for the position of **Executive - Materials (Central Store)**

Major Deliverables

- To co-ordinate the activities of the core responsibilities of stores department with user departments and purchase section.
- To authorize the indents on receipt form user departments/stores and forward them to purchase department.
- To prepare Goods Receipt Note and way forward the payment procedure.
- To maintain discipline of the staffs in the department.
- To direct all information on performance to the HOD for further action.
- To forward all reports from Stores to the HOD such as GRN Report, Issue Report, Indent Report, Pending Indent Report Department wise.
- To maintain Records and Files
- To maintain and update stock present within Central Store.
- To perform and facilitate Stock Audit
- To perform and facilitate audit for Expiry, Non-Moving etc.
- To perform the activity of supervising scrap disposal.
- To authorize the rejection of materials during receipt or approval of materials.
- To safeguard the capital goods and maintain the ledger for the same.
- To co-ordinate the quality certification activities of the stores.
- To perform related work as and when required by the department

Qualification: Graduate. Diploma in Materials Management is desirable.

Experience: Minimum 3 year Post Qualification experience in Hospital / Hospitality sector.

***For more details about the job positions, qualifications, eligibility and application forms, please log on to our website today: www.tmckolkata.com**

Interested candidates may email or post applications by 31st January 2020 to:

Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW), New Town, Kolkata - 700156. Email - suvashish.mukherjee@tmckolkata.com.