



Job Description

1. Job Details:

Position Title:	Stores Supervisor (Administration)	Job Code:	N/A
Reports to:	Assistant Manager Logistics	Department:	Admin

2. Job Dimensions:

As per budgetary guidelines for operational budgets and capital budgets		
Number of Staff Supervised: Direct and Indirect	Direct Reports & Total: 0	
Employment and Age limit		
Term: Till period of employment offered	Age limit: 58	

3. Role Purpose:

To supervise all aspects of managing inventories including procurement, storage, stock maintenance and distribution related to cricket equipment, operational supplies, Capital equipment . Also works related to dispatch of cricket equipment and supplies , maintenance and , repairs equipment , infrastructure and grounds at the National Cricket Academy , (NC A) BCCI, Bangalore
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4. Key Accountabilities:

<p>Main job duties/responsibilities:</p> <ul style="list-style-type: none">• Responsible for maintenance of perpetual inventory of cricket balls, cricket related equipment, training equipment, consumables and sundry items required for daily operations of NCA including stationary, clothing, electrical, sports, mechanical goods and consumables.• Stock all items required for day to day operations of the NCA.• Establish and maintain records related to the aforesaid inventories as well as carry data analysis.• Responsible for despatch of cricket equipment and other sundry items related to training, physiotherapy, education etc to various places across the country as required from time to time.• Supervise management of Capital items as well consumables• Maintain accurate records of all inventories and order supplies and consumables based on re-ordering levels based on consumption patterns.• Provide for safe storage and upkeep of all goods, supplies and consumables.• Establish list of accredited vendors and suppliers of all goods and consumables required at NCA• Supervise the maintenance of the physical infrastructure of the NCA including upkeep of grounds to required standards of excellence.



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- To coordinate with various State Associations and Vendors in terms of dispatch and receipt of relevant goods .

Performance Measures

Regular attendance at appropriate meetings, providing sound, appropriate and useful input

Measurable

Accuracy of Inventories maintained

Quantum of savings through price negotiations

Quality of support extended with zero complaints from various stakeholders

Key Performance Indicators defined

MIS and Analytics systems setup and managed to required inventory standards

Non-Measurable

Key Internal and external stakeholder satisfaction

Subordinates feedback

Documentation and Communication

- Use of various technology platforms to generate effective MIS as well as administration management –

5. Operating Environment:

Challenging working environment. The person will be working as a part of a multi-disciplinary support Team. Ensure a level of supervision of inventories, maintenance and logistics, such that there are zero disruption /complaints in planning and administration. The role encompasses a field of execution which is pan India for the events conducted by NCA, and requires a level of excellence which is in keeping with quality standards set . Maintaining effective lines of communication with all key stakeholders- COO NCA, Manager Administration, Assistant Managers Logistics and training, Manager Finance, Head Cricket, Head Cricket Education, S & C team, Vendors, and administrators is a necessary and vital part of the job role.

6. Communication & Working Relationships:

Strong and effective communication is key to success in the role. The person appointed in this role must himself person is expected to be the main person at the NCA in all matters related to inventory and infrastructure management.

7. Decision Making:

medium



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8. Qualifications, Experience, Knowledge & Skills:

- The candidate should be a graduate from a recognized university. A stores management professional qualification is an added bonus but not essential.
- Should have experience of handling logistics and Inventory.
- Should have excellent written and oral English skills and should be computer literate.

Others

Strong administrative and organisational skills and excellent attention to detail

Excellent communication, interpersonal skills.

Excellent Negotiating skills,

Must be an Indian passport holder

Professional experience:

- At least 3 years' experience in managing inventories related cricket administration is a must

9. Competencies:

- The highest levels of integrity, discipline and motivation
- Must be an effective communicator, quick learner and a team leader.
- A proven ability to manage and interact with people from different backgrounds and cultures
- Computer literate with excellent written and oral communication skills

All applicants are hereby instructed to mention the specific post in the subject of the email. For example, if you are applying for the post of NCA Strength & Conditioning Coach, your subject of the email should be "NCA Strength & Conditioning Coach".

Applications should be submitted to recruitment@bcci.tv by 20th May 2019 by 6PM IST