

Job Description – Store Executive (Seeds)

Position: Store Executive – Seeds

Department: Supply Chain / Warehouse Operations

Location: [Insert Location]

Employment Type: Full-time

Reports To: Store Manager / Seed Manager / Operations Head

About the Role

The **Store Executive – Seeds** will be responsible for managing day-to-day seed store operations, including receipt, storage, documentation, and dispatch of seeds. The role ensures accurate inventory management, quality preservation, and compliance with standards to support smooth supply chain operations.

Key Responsibilities

- **Seed Storage & Handling**
 - Ensure proper storage of seeds under recommended conditions (temperature, moisture, etc.).
 - Handle receipt and dispatch of seed consignments as per company protocols.
 - Monitor seed viability and shelf life during storage.
 - **Inventory Management**
 - Maintain accurate stock records of inward/outward movements.
 - Regularly update ERP / inventory systems with seed stock details.
 - Conduct periodic stock counts, cycle checks, and reconciliation.
 - **Quality & Compliance**
 - Ensure stored seeds meet quality, certification, and safety requirements.
 - Coordinate with quality teams for inspection and sampling.
 - Follow SOPs and compliance norms for seed storage and movement.
 - **Coordination & Reporting**
 - Coordinate with procurement, sales, and logistics teams for timely dispatches.
 - Prepare daily/weekly/monthly MIS on stock levels, movements, and shortages.
 - Highlight risks like stock aging, damages, or pest infestation proactively.
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Qualifications & Experience

- Bachelor's degree in **Agriculture / Supply Chain / Warehouse Management / Commerce**.
 - 2–4 years of experience in **warehouse/store operations**, preferably in agri-inputs (seeds, fertilizers, FMCG).
 - Knowledge of **seed storage standards, inventory systems, and handling procedures**.
 - Hands-on experience with ERP / WMS (Warehouse Management Systems).
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Key Competencies

- Strong organizational and record-keeping skills
- Attention to detail and quality orientation
- Teamwork and coordination abilities
- Basic knowledge of inventory control & reporting tools
- Problem-solving and adaptability in fast-paced environments

KEYWORDS -

Technical / Functional Keywords

- Seed Storage & Handling
- Inventory Management
- Stock Reconciliation
- Seed Dispatch & Receipt
- Warehouse Operations
- Seed Quality Monitoring
- Seed Shelf Life Management
- Supply Chain Coordination
- MIS Reporting
- ERP / WMS (Warehouse Management System)
- Seed Traceability