

Experienced

Executive

Modules & Polymer Products - Motherson Technology Services Limited (MTSL) - Pune, India

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our Modules and Polymer division leads automotive innovation, producing everything from plastic components to complex integrated systems. Trusted by major OEMs worldwide, we also specialise in mould design, tooling, and high-quality upholstery for passenger vehicles. Join us in shaping the future of mobility.

What you'll do

- Verify incoming materials against **Purchase Orders (PO), Delivery Challans, and supplier invoices** to ensure accuracy and compliance.
- Perform **material receipt inspection**, including quantity, part number, batch/lot number, and packing condition.
- Prepare **Goods Receipt Notes (GRN)** and ensure timely submission of supplier invoices to the Finance department along with required supporting documents.
- Identify and report **material discrepancies, damages, shortages, and quality-related issues**, and coordinate for appropriate corrective action.
- Maintain proper **material identification, lot-wise and batch-wise traceability** throughout the material lifecycle.
- Prepare and maintain **weekly/monthly MIS inward reports** for material receipt and inventory status.
- Conduct **quarterly physical inventory**, daily cycle counts, and periodic stock verification.
- Maintain accurate **inventory records** and investigate stock discrepancies, implementing corrective and preventive actions as required.
- Monitor and track **slow-moving, non-moving, and obsolete inventory** and report the status to relevant departments.

What we are looking for

- Dedicated and detail-oriented **Material & Inventory Management professional** with **4-5 years of experience** in the **Electronics Manufacturing (EMS) industry**. Experienced in material receiving, inspection, inventory control, warehouse operations, GRN preparation, material traceability, and stock verification. Skilled in handling **electronic components, PCBs, consumables, and ESD-sensitive materials** while ensuring proper storage, binning, labelling, FIFO/FEFO, and lot-wise/batch-wise traceability.
- Proficient in **inventory reconciliation, cycle counting, physical inventory, discrepancy investigation, MIS reporting, material issuance, and production kitting**. Strong ability to coordinate with Purchase, Quality, Production, Finance, and suppliers to resolve material-related issues and maintain smooth material flow.
- A disciplined and dependable team player with strong **problem-solving, communication, coordination, and analytical skills**, with the ability to work effectively under pressure while maintaining accuracy, compliance, and inventory integrity. Proficient in **MS Office, including Excel and PowerPoint**.

What we offer

- Opportunity to work in a **professional Electronics Manufacturing (EMS) environment**.
- Exposure to **material management, inventory control, warehouse operations, and production support**.
- Opportunities for **professional growth and skill development** in supply chain and inventory management.
- Collaborative and supportive **team-oriented work culture**.
- Hands-on experience with **electronic components, PCBs, ESD-sensitive materials, and material traceability systems**.
- Opportunities to develop expertise in **inventory accuracy, MIS reporting, problem solving, and process improvement**.