

Job Description: QC / Supervisor – Rice (Quality & Quantity Control)

Location: Andhra Pradesh

Department: Quality Control & Operations

Reporting To: Business Manager / Assistant Business Manager

Position Overview

The QC/Supervisor – Rice will be responsible for end-to-end monitoring of quality and quantity across inbound (cargo inwards) and outbound (dispatch/loading) operations at the rice milling unit and port facility. The role requires strong operational control in high-volume environments, ensuring compliance with NCEL specifications, minimizing losses, and maintaining accuracy in quantity and quality assessment.

The position also involves close coordination with third-party surveyors, where all internal reports will be validated and cross-checked to ensure transparency and compliance.

Key Responsibilities

1. Quality Control & Analysis (Non-Basmati Rice)

- Conduct stage-wise quality inspection of milled rice and raw material.
- Monitor critical quality parameters:
 - Moisture Content
 - Broken Percentage
 - Chalky / Immature Grains
 - Foreign Matter & Admixture
 - Damaged / Discoloured Grains
 - Grain Uniformity
- Ensure strict compliance with NCEL quality specifications.
- Perform pre-dispatch inspections and supervise container/bulk loading quality checks.
- Maintain batch-wise quality records and traceability documentation.

2. Quantity Verification (Inward & Outward)

- Supervise and verify cargo receipt (inward) including:
 - Physical weighment
 - Bag count / bulk volume verification
 - Condition of goods at arrival
- Monitor outward dispatch/loading including:
 - Accurate quantity loading as per dispatch plan
 - Prevention of shortages, pilferage, and handling losses
- Maintain proper records of inward vs outward reconciliation.
- Ensure alignment between physical stock and reported quantities.

3. Third-Party Surveyor Coordination

- Coordinate closely with appointed third-party inspection agencies such as SGS and Intertek.
- Ensure all internal quality and quantity reports are validated and cross-checked with surveyor findings.
- Support joint inspections during cargo receipt and dispatch.
- Address and resolve discrepancies between internal and third-party reports.

4. Compliance & Standards

- Ensure adherence to NCEL specifications and requirements.
- Maintain proper documentation for audits and inspections.
- Follow standard operating procedures (SOPs) for quality and quantity control.

5. Operations & Coordination

- Coordinate with procurement teams for incoming raw material quality.
- Work closely with logistics teams for cargo readiness and dispatch planning.
- Supervise labor and ensure proper handling, stacking, and storage practices.
- Ensure proper inventory management practices.

6. Reporting & Documentation

- Prepare and submit daily reports covering:
 - Quality parameters
 - Quantity inward/outward reconciliation
 - Deviations and corrective actions
- Maintain audit-ready records for internal and external review.
- Escalate quality or quantity discrepancies promptly.

Key Skills & Competencies

- Strong understanding of rice grading and milling processes
- Experience in quantity assessment, weighment, and stock reconciliation
- High attention to detail and accuracy
- Ability to coordinate with external inspection agencies
- Strong supervisory and operational management skills

Qualifications & Experience

- **Education:** 10+2 / Graduation preferred
- **Experience:** 2–5 years in rice milling / QC / warehouse or port operations

Key Performance Indicators (KPIs)

- Compliance with NCEL and buyer specifications
- Accuracy in inward and outward quantity reporting
- Minimal variance between internal reports and third-party survey reports
- Reduction in handling losses and discrepancies
- Timely and accurate reporting

Compensation & Benefits

- **Salary:** Competitive and aligned with prevailing market standards based on experience and capability
- **Additional Benefits:**
 - Accommodation or HRA (as applicable)
 - Medical insurance as per company policy

Working Conditions

- Plant and port-based operational role involving physical supervision
- Requires flexibility during vessel loading/unloading schedules

Contact:

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