



# ELCARDO

SINCE 1985

Elcardo Industries(Pvt) Ltd is well established manufacturing company and during our carrier of industrial business.

we were the first ever Roller Door Company to be awarded with ISO 9001:2015 respectively nationally and internationally in recognition of the quality and the services that we have rendered to our valuable customers.

## WE'RE **HIRING** **STORE KEEPER**

**For Ratmalana Main Factory**

### KEY RESPONSIBILITIES

- Maintain and recording of Goods receiving and issuing from the stores
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Ensure secure, rapid, efficient & accurate warehouse operation
- Coordinate the disposal materials
- Capability to work in a computerized system based environment.

### JOB REQUIREMENTS

- Diploma in Store Management or equivalent certification
- Should have passed G.C.E A/L exam.
- Minimum 2 year work experience in similar capacity.
- Should have good computer knowledge.
- Very good team working skills.
- Excellent written & verbal communication skills.
- Have the ability to work independently in a high pressure environment.
- Be able to work long hours.
- Age below 35.

**An attractive remuneration package is on offer based on experience & individual skills**

For those who are interested please apply with contact details of two non-related referees, along with your contact details and a passport sized photograph immediately to the [careers@elcardo.com](mailto:careers@elcardo.com)

**HR Department**

Elcardo Industries (Pvt) Ltd.

No:42, Narahenpita Road, Nawala. Tel: 070-1779622

[www.elcardo.com](http://www.elcardo.com)

*"We thank all applicants but only those shortlisted will be informed of the outcome of their application"*