

# We Are Hiring

## JAYSONS WAREHOUSING (PVT) LTD

Jaysons Warehousing (Pvt) Ltd, is a collaboration between 3 prominent groups of companies experienced in the building material industry, mining and manufacturing. The Company will utilize Taiwanese and Italian technology with Sri Lankan and Indian operational management for the purpose of setting up a production facility for Quartz Stone Slab in Badalgama.

We are urgently seeking for a Store Keeper for our latest project in the Manufacturing Sector with experience in an Export Factory. (The Successful candidate will be based in Badalgama)

### STORE KEEPER

#### KEY RESPONSIBILITIES

- Maintain goods received notes, goods issued notes, goods transfer notes and all other documents related to the role.
- Maintain an accurate system / physical balance at all times.
- Liaise with Head Office Accounts Department on a regular basis and generate inventory related reports as and when required.
- Ensure no discrepancies exist between the system stock balance and physical stock balance and be accountable for any such discrepancies.
- Handling quotations and purchase orders.

#### CANDIDATE PROFILE

- Should possess at least 3 years of experience in the construction site or factory background.
- Should have a proficient knowledge of inventory management systems.
- Should have a good command of English.
- Strong working knowledge of MS Office and other relevant computer programs.
- Should be able to work with minimum supervision.
- Minimum educational requirement of GCE Advanced Levels (higher qualification is an added benefit)



Please forward your CV with a recent photograph of yourself and a detailed description of your employment history, with names and contact details of two non-related referees, stating the subject "STORE KEEPER".  
Email: [hr@jaysonsholdings.com](mailto:hr@jaysonsholdings.com)