



Chama computers Pvt Ltd is Computer assembling and Computer Parts selling business that providing an excellent service with the latest computer solutions. The business always ready to customized requirements of the customers and always offer the best solutions align with the changing technology.

**NOW WE ARE**

# HIRING INVENTORY & CUSTOMER CARE COORDINATOR

**MINUWANGODA | KANDY**

**Key Responsibilities :**

- Communicate inventory needs with management in a timely manner.
- Maintain organization of warehouse for safely.
- Manage receiving and sending of supplies and equipment.
- Stock shelves, racks and daily checking the inventory whether it is going accurately or not.
- Collaborate with customers by asking the feedback over the phone.
- Enter product in and out details to the company ERP System and generate inventory reports.

**Competencies :**

- Language proficiency of Sinhala and English is must.
- High level of responsibility on the stock.
- Ability to communicate professionally with Customer.
- Strong organizational skills.
- Analytical, quantitative, written, and interpersonal skills.
- Highly Proficient in Microsoft Excel.

**WhatsApp  
Your Resume to  
077 774 4997**

**Salary negotiable.**

**( Age below 35 years candidate who resides in Gampaha area is preferred. )**

**[careers@chamacomputers.lk](mailto:careers@chamacomputers.lk)**