

# Store Keeper

**Exove Contracting Service Pvt Ltd**, a subsidiary of K.U.S Holding (s) Pte Ltd, Singapore. A solution provider on erection & modification of aluminium formwork system and manufacturing of building material accessories to cater the local market requirement.

## Job Responsibilities:

- Maintain and recording of Goods invoices, inwards and outwards from the warehouse.
- Coordinating loading and unloading of goods.
- Inspect deliveries for damage or discrepancies; report those to Finance/ Procurement for reimbursements and record keeping.
- Rotate stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Develop & maintain Storage optimization and ensure secure, fast efficient & accurate Warehouse operation.
- Performing any other responsibility as assigned by the management.

## Education Require:

- Certification or Diploma in Supply Chain/Logistics/Warehouse Management or equivalent qualification for a recognised institution.

## Experience Require:

- Min 2 years of Work experience in a similar capacity.
- Candidate having exposure from Manufacturing or Construction industry will be a distinct advantage.
- Male/Female between the age range of 22-40 years.

## Competencies and Skills Required

- Good communication skills English and Sinhala.
- Computer literate and attention to detail.
- Sound knowledge in stock maintenance and inventory controlling.

If you believe you have what it takes to deliver exceptional results, email us your CV to [hr@exove.com.lk](mailto:hr@exove.com.lk)