

The Prime Structures Group is a Singapore based group of companies providing building envelope solutions. We work with facades, integrating the skin, structures and lighting of buildings in order to provide a complete design build and supply solution for clients.

Prime Structures Engineering Lanka (Pvt) Ltd is a subsidiary of Prime Structures Engineering Pte Ltd, Singapore and we are seeking dynamic and equally committed individual for mid/long-term project. The successful candidate will be rewarded with an attractive remuneration package that commensurate with experience and skills.

Store Keeper – (Miriswatta)

We are looking for a **Store Keeper** who has experience inventory management and warehouse experience to manage the company store while liaising with internal departments.

Reporting To: Assistant Factory Manager or other persons as designated by Management

Job Responsibilities

- Perform proper receiving of inventory and ensure accuracy of inventory received
- Ensure proper documentation of inventory receive/return
- Assist in maintaining and manage the inventory
- Maintain proper security of store area.
- Maintain proper store layout and implement control of material/products.
- Able to handle physical work and strong, able to carry heavy goods
- Loading and unloading of materials
- General housekeeping of the store
- Liaise with Assistant Factory Manager and Project Team

Requirements

- Diploma in Store Management/ supply chain management
- With at least 1 to 3 years of warehousing and store experience
- Age Below 30 years (Male)
- Committed and willing to learn
- Able to carry/lift heavy goods
- Ability to work efficiently and under minimum supervision
- Good communication skills in English and Sinhala. Ability to communicate in Tamil as well will be an advantage
- Good team-player and interpersonal skills.

The above post will carry attractive salary with other benefits is offered for the right candidate. Please forward your complete CV with two non-related referees to info@primestructures.com.sg mentioning the post applied for on the subject line to reach to us within 10 days of this advertisement.