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FOR A GLOBAL MINDSET

LOLC Advanced Technologies Pvt Limited is a wholly owned subsidiary of LOLC PLC formed to explore into sustainable business opportunities in the market with augmentation of Science and Technology , where by the company is looking out for lucrative opportunities and develop novel products, processes and services with a clear competitive advantage in the target market.



Store Keeper – Colombo

Key Accountabilities

- Maintain and Updating Stock Records Accordingly
- Checking all incoming materials according to the specification given in the PO's and issuing GRN's accordingly
- Ensure adequate record keeping and manage all the documentation to confirm proper stock levels and maintain inventory control
- Ensuring store compliance with company policies, health, and safety standards.
- Resolving & Investigating discrepancies between physical counts and computer records
- Ensure receiving and issuing stocks are met with the specification and if not take the necessary actions to fulfil the requirement for the factory
- Accurately complete monthly stock taking and ensure on-time submission of the stock report to relevant parties

Qualification & Requirement of the Candidates

- Proven work experience as a Store Keeper or similar role
- Certificate Course in Supply & Materials Management
- Strong computer literacy specially in MS office
- Knowledge in storing methods
- Eager to learn with fast learning ability
- Age 22-30 years male candidate are preferred
- Willing to work long hours whenever necessary

If you feel this is the opportunity to realize your dream carrier, please forward your Curriculum Vitae including two non-related referees along with a comprehensive covering letter and a color photograph of yourself in passport size to careers@lolc.com within 07 days of this advertisement.

An attractive remuneration package along with fringe benefits and career development prospects wait the chosen candidate.

