



Can You Maintain Our High Standards?

Sri Lanka's plastic manufacturing company is on an expansion program, seeking...

STORE KEEPER / STORE ASSISTANT

Responsibilities Include:

- To plan, organize, coordinate and manage the warehouse operation in order to ensure the right products are delivered to the right location on time.
- To assist Warehouse manager in monitoring warehouse efficiency and effectively, ensuring process control of inventory movement adhered and according to establish procedures.
- To ensure that daily operations activities and functions are supported and coordinated in the warehouse and with the relevant staffs.
- Continuous improvement activities and monitoring of results are carried out with strong drive to achieve the target set.
- Check sales orders, GRN's , Delivery orders, invoices for their correctness in documentation and physically and approve to dispatch, receive and recommend the invoices for payment etc.
- Submission of periodic and ad-hoc reports required by the management.
- Inventory is managed efficiency and stock count are carried out as per process daily.
- Supervise and manage a team of Helpers.
- Responsible to maintain good working relationships between all departments in operation and company to enhance the Factory effectiveness.
- Ensure the implementation of the compliance with safety policies, procedures and practice at the plant.
- To perform any duties assigned by the management.

Qualifications & Experience:

- The Candidate must have Passed the G.C.E. (A/L)
- Minimum 1-2 years of Experience in ERP/ Computerized systems will be an added advantage
- Results oriented and capacity to handle multiple projects and deadlines.
- Excellent organizational skills, strong communication and ability to adopt to any work targets.
- Computer literate with good report writing skills & ability to analyze ,capture and present information effectively.
- Excellent written and spoken skills in Sinhala, English. Knowledge in Tamil would be a distinct advantage.
- Flexible to work any/all shifts, schedules, hours and areas including weekends, night and holidays as needed.

The selected candidate is assured of a promising career path with an attractive package



Please e-mail or forward your complete CV with contact details of two non related referees to reach us within 7 days of this notice indicating the post on the left corner of the envelope.

DGM -
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