



Grace Lanka
Apparels

COMPANY BACKGROUND

ANATIONZ, is a popular brand known in the Sri Lankan local market for its finest Linen products for Men's since 2009, the brand value has been increasing with the creativity of styles, colours and the variety of products offered for Men's to suit many occasions.

All garments are manufactured within Grace Lanka Apparels (Pvt) Ltd, situated in Noel Mendis Mawatha, Modarawila Industrial Zone, Panadura and is comprehensively managed by our own professional teams.

Position: Store Keeper (Male)

Key Responsibilities:

- Manage and maintain inventory (RM / WIP / FG) records accurately.
- Receive, inspect, store and issue the raw materials and finish products such as Yarn / Fabrics & Finished Garments to the production and delivery.
- Ensure proper organization and cleanliness of the storage area.
- Conduct regular stock counts / stock audits and report discrepancies to the management.
- Coordinate with production and procurement teams to ensure timely supply of materials.
- Coordinate with sales teams to ensure timely delivery of Finished Goods to the customers.
- Prepare and process shipping documents and reports.
- Regular reporting to the Warehouse Manager / Factory Manager / Sales Managers and Finance Department.
- Assist in maintaining safety standards within the storage area.
- Update the Inventory Module in the ERP system.
- Maintain all the supporting documents related to the Inventories.
- Work under minimum supervision and provide the daily / weekly / monthly Inventory related reports as and when needed by the management.
- Maintain accurate inventory record with proper update of GRN / GIN / Dispatch Notes.

Qualifications:

- Minimum of 5 years' experience in inventory management / store management / supply chain or related field.
- Professional qualification / Diploma for inventory and store management from recognized professional institute.
- Strong organizational and communication skills.
- Proficient in Microsoft Office and inventory management software.
- Previous experience in MS NAV Dynamic ERP system is an added advantage.
- Attention to detail and ability to work under pressure.
- Experience in garment manufacturing processes is an added advantage.
- Effective time management skill.
- Willing to work extended late hours as and when needed.
- Should be a **Male** Candidate.
- Residing close approximately to the Moratuwa / Ratmalana areas are preferred.
- Age **below 35 years**.

Working Location : Angulana Warehouse

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and collaborative work environment.
- Promotions based on the performance.

How to Apply:

If you are passionate about inventory management and want to be part of an innovative team, please send your **CV** and a **cover letter** to hr@azmorr.com within **07 days** from this advertisement published date.

Grace Lanka Apparels (Pvt) Ltd., 40/5, Noel Mendis Mawatha, Modarawila Industrial Zone, Panadura.

