



DP LOGISTICS (PVT) LTD



If you are looking for a job that suits to your career goals and experience, take a look at the possibilities at DP Logistics (PVT) Ltd.

The DP Logistics (Pvt) Ltd is a member of the David Pieris Group of Companies. The group has diversified interests in automotive products, financial services, logistics and warehouse operations, eco-friendly agribusiness, information and communication technologies.

Storekeeper

Responsibilities

- Maintain receipts, records and withdrawals of the warehouse
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Process inventory for delivery
- Sort, organize, and store inventory in the allocated location

Requirements

- More than 2 years' experience in storekeeping, inventory control and/or recordkeeping
- Excellent verbal and written communication skills
- Able to work independently and prioritize tasks in a fast-paced environment
- Multi-tasking capability without compromising on quality
- Knowledge of Microsoft Office Applications, specifically MS Word and Excel

An attractive remuneration package on par with the industry awaits the right candidate with necessary qualifications and experiences.

Send your CV including contact details and those of two non-related referees within 07 days of this advertisement. The post should be indicated on the top left hand corner of the envelope or the subject line of the e-mail.