



# GLOBAL VINYL

We are a group of companies engaged in manufacturing PVC floorings with over 40 years of experience and we are the market leader of the said product in the country. Our product range includes Floor Carpets, Vehicle Carpets, Luxury Vinyl Tiles, PVC Sheeting, Roofing Felt, etc.

An excellent opportunity exists for a dynamic and result oriented individual to assume the role of **STORES ASSISTANT/ STORES CLERK** in our **Ja-ela Factory**.

## **STORES ASSISTANT/ STORES CLERK**

### Duties

- Receiving and issuing Goods following the Correct procedures.
- Proper Housekeeping in the stores.
- Maintain inventory related documentation.
- Control, reconcile and maintain inventories.
- Maintaining ERP system.
- Prioritizing the workload to minimize the waiting time for customers and suppliers while facilitating smooth and uninterrupted inside operations.
- Coordination with customers, suppliers and inter department personnel as necessary.

### Requirement

- Minimum 1-2 years' experience in similar capacity in a manufacturing facility (Raw material + Semi finished + Finished goods + Spare parts).
- High level of computer literacy with ERP knowledge.
- Preference will be given to candidate resides in close proximity to Ja-Ela.
- Analytical and learning skill.
- Ability to work under pressure and long hours.

**Salary negotiable and will be depending on experience and academic background.**

Please forward your CV within 14 days to below email addresses,

**Human Resources Manager,**  
**Global Vinyl (Pvt) Limited**  
No. 83, Maithree Mawatha, Ekala, Ja-ela.  
**Email: [gayan@globalvinyl.lk](mailto:gayan@globalvinyl.lk)**  
**[pathmasiri@globalvinyl.lk](mailto:pathmasiri@globalvinyl.lk)**