

STORE KEEPER

Key Role:

- Monitors general control over all activities in Store.
- Ensures safe keeping both as to quality and quantity of products.
- Maintains proper records.
- Initiates Material Requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed.
- Initiates action for stoppage of further requesting when the stock level approaches the maximum limit
- Checks and receive ordered materials forwarded by the distribution department and to arrange for the storage in appropriate places.
- Checks the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues.

The Person:

- 2 passes in G. C. E (Advanced Level) .
- 2 years experience in Stores handling in a reputed company.
- Proven working experience in retail store keeping.