



Raigam

Places in a Palace

THE KINGDOM OF RAIGAM[®]

A diversified group of companies engaged in many fields from manufacturing to trading and the market leader for many products handled by the group, has the following vacancy for a talented, high calibre professional .

► OFFICE CLERK – ENGINEERING STORES

Key Responsibilities:

- Handle day-to-day stores operations including receiving, issuing and recording of engineering materials.
- Maintain accurate inventory records and ensure proper documentation.
- Assist in stock verification and ensure compliance with company procedures.
- Coordinate with the engineering and procurement teams to ensure smooth operations.

Requirements:

- Minimum G.C.E. A/L qualification.
- 1–2 years' experience in stores or inventory handling (preferably in engineering materials).
- Computer literacy with MS Office; knowledge of SAP system will be an added advantage.
- Attention to detail, reliability and good communication skills.

An attractive remuneration package and fringe benefits await the right candidate.
Apply within 7 days.

Deputy General Manager - Human Resources

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