

WE ARE HIRING!

Store Keeper (Construction - Site)



Requirements

- Have passed G.C.E O/L
- Have minimum 3 to 5 years' experience in similar position.
- Preference will be given to the applicants with professional qualification in stores management & those who have worked in construction field.
- Fluency in English
- Age below 45

Responsibilities

- Record the store material receipt and consumption on a daily basis.
- Checking the stock as per records.
- Receiving materials, stocking, recording of receipts, assisting check the quality of the received materials.
- Issue materials as per the requestion note.
- General supervision on the site regarding wastage of material, improper use of material etc.
- Recollecting any balance/ unused materials at the end of the working days.
- Handing over of the charge of material lying in the site premises of the night security personal from the day security guards.
- Update records on display boards and display slates regarding the stock.
- Prepare fortnightly/ monthly consumption reports.
- Prepare a list of excess material.
- Update the stocks periodically.
- Inform the concerned engineer of the status of balance material in order to raise further indent.
- Maintain records of tools, machinery etc. on site.
- Inform the concerned engineer of the working condition of the machinery.