

STORES IN- CHARGE OFFICER - SLICLL

As Sri Lanka's national Life Insurance services provider and the country's largest and Strongest insurance provider, Sri Lanka Insurance Life is backed by decades of industry expertise and the most experienced insurance sector technical knowledge base in the country.

Join a team of highly qualified and most experienced insurance professionals in the country to experience unparalleled opportunities for career growth and personal development opportunities within a performance driven culture.



Job Duties and Responsibilities;

- Monitor stock levels, analyse usage patterns, conduct quarterly cycle counts, and reconcile any discrepancies, providing timely inputs to the reporting line.
- Oversee the receipt, storage, and dispatch of goods, ensuring timely distribution to branches and departments through effective stakeholder coordination.
- Supervise store personnel, assign KPIs, and foster a positive work environment with timely performance evaluations.
- Collaborate with procurement teams and suppliers to ensure the timely delivery of goods and promptly resolve any delivery or quality issues.
- Maintain accurate records of inventory transactions, generate regular reports, and ensure compliance with annual stock verification and SAP records.
- Ensure incoming goods meet quality standards, minimise wastage, and uphold cleanliness and safety in the store premises.
- Continuously identify and implement process improvements to enhance warehouse and inventory management efficiency.

Qualifications & Prerequisites;

- Bachelor's of Degree/Special Degree/Professional Qualification or Equivalent related to the functional area from from an UGC- approved university/institute.
- Minimum 5 years' of experience in similar capacity.
- Proficiency in SAP systems, particularly the Materials Management Module, is preferred.
- Knowledge of safety regulations and procedures would be an added advantage.
- Strong communication and leadership skills, with the ability to effectively guide and inspire the team.
- In-depth knowledge of inventory control principles and best practices.
- A positive, proactive approach to business, leading the stores team with a "can-do" attitude.
- Age is preferably below 30

If you believe you possess the above qualifications & experience, send in your CV along with the names of two non – related referees within 07 days of this advertisement to the address given below, stating the post applied for on the top left corner of the envelope or e-mail it to careers@sliclif.com stating the post applied for on the subject line.

HR DEPARTMENT

Sri Lanka Insurance Life, No 21, Vauxhall Street, Colombo 02.
Company Registration Number: PB 286362

