

WE ARE

HIRING!

**Abans
SERVICE**

SERVING YOU FIRST

**ONE TEAM
GOAL**

Storekeeper

Location - Chilaw

Key Responsibilities

- *Manage inventory records and monitor stock levels to ensure accuracy and timely reordering.*
- *Receive, inspect, and verify goods against purchase orders upon arrival.*
- *Issue materials and spare parts promptly to support the service team's operations.*
- *Organize and maintain store areas with proper labeling, cleanliness, and storage standards.*
- *Coordinate with suppliers and prepare inventory reports to support efficient stock management.*

Key Requirements

- *G.C.E. O/L or A/L qualification*
- *Minimum 1 year of experience in a similar role*
- *Hands-on experience in GRN, MRN, PO and PR processes is mandatory.*
- *Basic computer literacy (MS Excel/ ERP systems)*
- *Strong organizational and communication skills*
- *Ability to work independently and as part of a team*

Send your updated CV to

recruitment@abanservice.lk or WhatsApp

070 636 3625 | 070 627 2244

with the subject line "Application – Store Keeper"

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