WE ARE HIRING!

Sumathi Holdings is a well-known conglomerate in Sri Lanka with an extensive portfolio of diversified businesses. Our subsidiaries are professionally managed, high-performing, socially responsible, and deliver superior value to the markets they serve. Sumathi Holdings also maintains several strategic investments and alliances across key sectors of the Sri Lankan economy.

We are looking for a detail-oriented and responsible Inventory Clerk to join our team and support our operations in maintaining accurate asset records, ensuring proper inventory control, and safeguarding company assets across our locations.

INVENTORY CLERK

topjobs.lk

DUTIES AND RESPONSIBILITIES

- Conduct physical verification of company assets, including equipment, furniture, tools, and building-related assets across multiple locations.
- Maintain and update the asset register, ensuring accurate records of asset details, location, and condition.
- Tag, label, and track assets using unique identification numbers and proper inventory control methods.
- Coordinate with Facilities, Procurement, Maintenance, and Finance teams to ensure accurate asset tracking and updates.
- Monitor inventory levels of consumables and report shortages, excess, or obsolete items.
- Assist in asset handover, transfer, and disposal processes while maintaining proper documentation and records.
- Support periodic inventory audits and ensure compliance with company policies and inventory control procedures.

THE IDEAL CANDIDATE SHOULD POSSESS

- Diploma or Certificate in Stores Management, Logistics, Facilities Management, or a related field.
- Minimum 1–3 years' experience in inventory, stores, or asset management (building or facilities-related experience preferred).
- Basic knowledge of building assets, MEP components, and facilities equipment is an advantage.

WHAT WE OFFER

- An attractive remuneration package with fringe benefits.
- Exposure to diverse industries and corporate functions.
- A supportive and collaborative working environment.
- Opportunities for learning, growth, and career progression.

SUMATHI HOLDINGS

SUMATHI HOLDINGS (PVT)LTD

0112 352 352 www.sumathi.com

No. 491, Galle Road, Colombo 3

SUBMIT YOUR CV

Jobs@sumathi.com