

# PEOPLE'S BANK

The People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over six decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism. The bank is looking for a talented & dynamic individual to fill the following vacancy.

## STORE KEEPER

The key responsibilities involved in the position of Store Keeper among others are :

- ◆ Receiving, storing and delivering goods according to procurement requirement.
- ◆ Arranging, organizing and storing goods according to a methodical system.
- ◆ Maintaining standards for health and safety, hygiene and security for premises.
- ◆ Liaising with internal stakeholders, outside vendors and third party companies.
- ◆ Managing inventory control methods and responsible for the reconciliation of all goods.
- ◆ Ensure the timely delivery of the goods to our branch network and all locations.
- ◆ Preparing budget requirement and space utilization of the Department.
- ◆ Preparing reports to provide required authorities and support annual audit.
- ◆ Liaising with procurement officers and coordinating with them for non-available goods, slow movement goods and absolute items appropriately on each inventory level.
- ◆ Good team player with skills to coach people, train and motivate them for smooth operation in all the warehouses.
- ◆ Handling/Controlling stationery management system and Fixed Asset Management system
- ◆ Accepting, Receiving, Issuing and Tendering all discarded items and maintaining proper accounting practices on scrap sales and keep records according to a methodical system.
- ◆ Supervision of departmental outsourced labour cadre.

### Qualifications

- ◆ Diploma or higher qualification in Store Keeping, Logistic or Supply Chain Management awarded by a recognised University or an Institution.

### Experience

- ◆ At least 05 years experience in a similar position with over 10 years experience in Store Keeping/Ware house operations.
- ◆ Any previous Enterprise Resource Planning (ERP) system handling experience preferably in the field of Banking & Finance will be an added advantage.

### Age

Age should be above 40 years and below 56 years as at closing date of application

### Method of Selection

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

### Conditions of Employment

The position of Store Keeper is equivalent to the grade of Deputy Manager (3-II) in the Bank. The appointment will be made on contract basis and performance will be evaluated annually.

### Remuneration

An attractive and negotiable remuneration package commensurate with qualifications and experience will be offered to the selected candidate.

### Applications

Please send details of achievements and experience relevant to the job applied for together with your curriculum vitae along with copies of certificates and contact numbers of two non-related referees. The post applied for should be stated in the subject line of the Email and should reach the Email Address : [recruitment@peoplesbank.lk](mailto:recruitment@peoplesbank.lk) on or before 15.11.2021.

An Email confirmation of receipt will be sent upon the receipt of the curriculum vitae. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 011-2481542 / 011 2481416.

All applications will be treated in strict confidence and any form of canvassing will be regarded as a disqualification. All incomplete and Non - complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

### Deputy General Manager (Human Resources)

People's Bank - Head Office  
NO. 75, Sir Chittampalam A Gardiner Mawatha,  
Colombo - 02.



**PEOPLE'S  
BANK**



Peoples Bank is a licensed commercial bank,  
supervised by the Central Bank of Sri Lanka.

[www.peoplesbank.lk](http://www.peoplesbank.lk)

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AA- Brand Finance Rating, AA+ Fitch Rating