



WE'RE HIRING!

STORE KEEPER (Colombo 02 / Negombo)

ARECA COLLECTION (PVT) LTD IS AN APPROVED REGISTERED BOI COMPANY PROVIDES CUSTOM MADE FURNITURE MANUFACTURING AND INTERIOR FIT OUT SERVICES. WE ARE LOOKING FOR A DYNAMIC INDIVIDUAL/ HIGH CALIBER PERSON TO FILL THE FOLLOWING POSITION IN OUR ORGANIZATION

Responsibilities:

- Receive materials into the store using the appropriate software. Ensuring all paperwork is correct and goods received are in good order, assisting admin staff to ensure that accurate stocks are held on site.
- Ensure that materials are released out accurately using the appropriate software. He/she is required at any time to submit a balance of materials report, ensuring the report ties in with the balance of materials on site.
- Ensure a FIFO stock rotation system is operated, keep the stores in a clean and safe working condition and store goods in the right location in order to minimize waste.
- Carry out physical stock checks when necessary and maintain a high standard of housekeeping within the warehouse.
- Maintain the site store to a safe and clean standard to ensure ease of availability of stock, keep the site clean and tidy to ensure safe working practices and to allow the site to function efficiently and comply with safety legislation.
- Daily check at a different level of site store to ensure all materials are intact, and report if any missing or damaged materials found at Store.
- Routine check at a different level of the job site to ensure all materials are protected, and report if any damaged materials found at Project Site.
- Coordinate with factory for every shipment from Overseas, and arrange for workers, forklift, booking of Loading Bay prior to delivery.
- Coordinate with Safety Officer for the Gate Pass for every delivery from factory to Project Site.
- Coordinate with Site Admin on any ordering for the use of Site Office.

Requirements:

- Certificate / Diploma in Store Management or Professional qualification in Supply & Material Management in recognized institute;
- Minimum of 4-5 years' working experience in similar capacity;
- Having experience in Furniture Manufacturing, Interior Designing & General Construction Sector will be added advantage;
- Be prepared to work with a high sense of responsibility and flexibility in working hours;
- Excellent Communication and Interpersonal Skills and Ability to Work in Independently;
- Ability to work under pressure with minimum supervision;
- Have good communication skills in English both Writing & Speaking;
- Good computer literacy in Microsoft Office application, Internet communication

Interested individuals are invited to forward your CV to lk-ashani.p@areca-groups.com with contact details of non- related referees. Please mention the post in the subject line.

ARECA COLLECTION (PRIVATE) LIMITED.
HEAD OFFICE / FACTORY - NO. 676 /1, ALUTHPOLA ROAD,
ETHAGODALLA, KIMBULAPITIYA, NEGOMBO.
PROJECT SITE-CINNAMON LIFE-WATERFRONT INTEGRATED RESORT
COLOMBO 02.
WEB SITES: WWW.ARECA-GROUPS.COM