



Poly Creations (Pvt) Ltd is a Leading manufacturing company in Flexible Packaging, used in garments, agricultural, transportation & packaging industry.

We are an ISO certified; Board Of Investment approved company who caters for the Export Market.

Stores Executive

Duties:

- Daily updating the physical stock report
- Responsibility of GRN
- Maintaining BIN cards and Issue forms
- Identifying future material requirements
- Managing the raw material stores
- Assisting the Head Of Finance for related matters

The Candidate:

- Degree or Diploma in Supply Chain or Stores Management
- Minimum 3 years of experience in Manufacturing Environment
- AAT Passed Finalist/ Partly qualified in Chartered Accountancy
- 5S, Lean, TQM qualifications will be added advantage
- Ability to work independently and handle multiple tasks
- Communication, Reporting and Problem Solving & Analytical skills
- Work under pressure and strict deadlines
- Must be a good team player with high integrity

Stores Assistant

The Candidate:

- Certificate/ Diploma in Stores Management
- Partly Qualified in AAT/ Chartered Accountancy
- Minimum 1 year related experience
- Proficiency in MS Office
- Ability to work long hours when required
- Attention to details and accuracy in handling work

Interested applicants may send their resumes to,

HR Department
Poly Creations (Pvt) Ltd
No 848/5, Negombo Road,
Mabola, Wattala
Phone 011 4 816 607
Email: info@polycreationslk.com

