

IMMEDIATE VACANCY – STORE KEEPER

i-Cube International (Pvt) Ltd., Corporate Office situated in Rajagiriya, engaged in manufacturing and distribution of paper rolls used in POS/Cash Registers/Billing Machines, Computer Continuous Forms, Barcode sticker labels & Printer ribbon cartridges, requires a suitable candidate immediately for the above position(s) on permanent basis.

JOB PROFILE

The selected candidate would be required to contribute to the smooth functioning of the stores by issuing and receiving goods accurately while maintaining stores neat and all records up-to-date on a daily basis. Would also be required to maintain designated stock levels by timely issuing instructions to manufacturing and purchasing departments.

CANDIDATE PROFILE

- A person who can implement a systematic way to store goods while ensuring the cleanliness of the warehouse.
- Responsible for work that is being carried-out and accountable for goods in warehouse.
- Maintain clear and organized records to ensure all reports and item details are filed and stored properly.
- Willing to work late hours when required and ability to command laborers/drivers for arranging delivery of goods.
- Capable of working under pressure and working swiftly when handling urgent deliveries.
- Maintain a very high degree of accuracy in the documentation process.
- Knowledgeable on best practices of stocks management and handling goods.
- Monitor reorder levels for all items and make purchasing / manufacturing requisitions.
- Age between 25 - 40 years of age.
- Preference will be given to candidates who live close proximity to **Walpola, Angoda and Mulleriyawa** areas.

EDUCATION AND QUALIFICATIONS

- Passed GCE Ordinary Level with Credit Pass for Mathematics OR Minimum three passes for G.C.E. Advanced level in any stream.
- Minimum of 2-3years' experience in the relevant field in a recognized company would be a definite advantage.
- Possessing a Diploma in Supply & Material Management is an added advantage.
- Sound knowledge in MS office packages (PowerPoint, Excel and Word), email & internet usage.
- Submitting police & Service clearances is a must.
- Should possess a valid riding license.

Attractive remuneration package is on offer for the right candidate.

If you are confident of the job profile and meet the requirements of the candidate profile together with educational requirements, please forward your resume with details of two non-related referees either by post or email within 7 days of this advertisement to,

Human Resources Department:

i-Cube International (Pvt) Ltd.
349 3/1 Cotta Road, Rajagiriya

Email : careers@icube.lk
Phone : 011 2157 645 / 076 3161 829