

# STORE KEEPER

(Male/Female)

Our client is one of the star class hotels in Sri Lanka.  
They are looking for a energetic, result-oriented  
individual with work experience to join their team

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## Requirements

- Age between 25 - 40
- Successfully completed O/L and A/L qualifications
- Minimum of 2 years' hands-on experience in a similar capacity within the hotel industry
- Proven track record of using MS Office applications effectively
- Strong organizational and inventory management skills
- Effective communication skills and keen attention to detail
- Ability to work on weekends

## Responsibilities

- Monitor and maintain optimal levels of inventory for all hotel supplies and products
- Coordinate with suppliers to place orders for required items in a timely manner
- Record and update stock levels manually and in the inventory management system
- Utilize financial knowledge to assess cost-effectiveness and budget compliance in purchasing decisions
- Work closely with the finance department to reconcile invoices and track expenses
- Communicate effectively with suppliers to address any issues or changes in orders

Accomadations are providing

6 days off for a month

Shift Basis

Submit your CV to [jobs@smartquestconsult.com](mailto:jobs@smartquestconsult.com)

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 [www.smartquestconsult.com](http://www.smartquestconsult.com)

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