

ASSET ENGINEERING (PVT) LTD

Asset Engineering (Pvt) Ltd, a distinguished CS1 graded and ISO Certified company in Sri Lanka, boasts a rich legacy in the field of Civil Engineering. We hold a pivotal role in major construction endeavors across the nation with ongoing 14 projects all over the country.

STORE KEEPER

Key Responsibilities

- Hold the responsibility of receiving and issuing materials from stores with specified quantities correctly against authorized requisitions
- To check the book/system balances with the actual physical stock at frequent intervals and ensure proper adjustments with authority and held responsible for any deviations
- Handling the process of goods receiving /issuing (GRN/GIN) in the ERP system
- Receive and inspect all incoming materials and reconcile with purchase orders; process and distribute documentation with purchase orders
- Check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues
- Maintaining the outside area of the stores and yard in a safe clean and tidy condition.
- Maintain accurate inventory records.
- Monitor and proactively take action in response to site needs/ requests for construction materials.
- Support & and responsible for implementing best practices introduced at all times within the Division and the Company



Requirements and skills

- Passed CCE (A/L)
- Minimum 05 years proven work experience in a similar capacity
- Hands on experience in Microsoft Office Package
- Few years of ERP system experience
- Proficiency of working in English and Sinhala communication
- Having a motor bike and a valid license will be an added advantage
- Age 20 -45.

If you meet these qualifications and are looking for a challenging and rewarding career, we invite you to apply for this position. Join our dynamic team and make a significant impact on our organization's success.

To apply, please submit your resume to

cv@assetengineering.lk

within 10 days of this advertisement. Please specify the post you are applying in the subject of the email.

Human Resources Manager
No 34, Ward Place, Colombo 07.