



WE ARE HIRING!

PREMIUM INTERNATIONAL INJECTABLE (PVT) LTD

Career Opportunity

We are a sterile Pharmaceutical Manufacturing Company looking for a young energetic individual with pristine qualifications and experience to take the lead in the following position. The project is at the development stage and is located in Export Processing Zone, Koggala

Store Keeper

Job Responsibilities

- Maintain accurate records of all stock movements, including invoices, orders, and returns.
- Ensure proper storage and organization of all items in the warehouse
- Implement efficient warehouse layout and storage procedures for easy retrieval of goods
- Monitor and control inventory levels to optimize storage space
- Inspect incoming goods for quality and quantity, reporting any discrepancies.
- Maintain accurate documentation related to inventory and logistics activities.
- Plan and execute shipment unloading.

Qualifications and experience requirements

- Diploma in Stores Management or equivalent qualification from a recognized institute
- Should have a minimum 3 years of experience as a store keeper in the field of stores/warehouse operations in a MEP Site
- Should have a hand on experience in shipment unloading process and practices with knowledge of unloading techniques

Competence & Skill required

- Knowledge of Inventory management systems and best practices
- Knowledge of the identification of MEP material would be an added advantage
- Excellent organizational and time management skills
- Familiarity with warehouse Procedures, safety and security of Products
- Should have the knowledge and the hands-on experience using a computerized inventory control system (ERP) and office packages.
- Excellent team player with an outgoing personality
- Excellent communication skills in English (both Verbal and written) to collaborate with cross-functional teams

Work Location

Premium International Injectable (Pvt) Ltd, No: 1200, BOI Export Processing Zone, Koggala.

The successful candidate would receive a competitive remuneration package and other benefits.

If you meet the required criteria, please e-mail your CV, including contact details of two non-related referees to reach us within 07 days of this advertisement.

Email: - careers@premiuminjectables.com

Head Office

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Factory

Premium International Injectable (PVT) Ltd
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Export Processing Zone, Koggala.