



Pra Su King (Pvt) Ltd.

STORE KEEPER/ ASSISTANT STORE KEEPER

Pra Su King (Pvt) Ltd., is a company in apparel industry established over 10 years, and now looking for **Store Keeper/ Assistant Store Keeper** to work in their Finance Dept.

Job Role

- maintain and recording of Goods invoices of inwards and outwards from the warehouse.
- Coordinating loading and unloading of goods and shelve supplies.
- Inspect deliveries for damage or discrepancies
- Rotate stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Develop & maintain Storage optimization and ensuring secure, fast efficient & accurate Warehouse operation.
- Performing any other responsibility as assigned by the management.

Requirements

- Certification or Diploma in Supply Chain/Logistics/Warehouse Management or equivalent qualification from a recognized institution.
- Min 2 years of Work experience in similar capacity.
- Candidate having exposure from Garment industry, or technical knowledge in industrial sewing machines will be a distinct advantage.
- Computer literate, Attention to details and Good Command of Communication.
- Male between the age range of 22-35 years.

** For the right candidate will offer with competitive Salary, Allowance and company maintained mobile phone packages are on offer.

Please send your CVs by e-mail stating the job title as the subject line "Store Keeper / Assistant Store Keeper" to

hr@prasuking.com, info@prasuking.com

HR Manager

Pra Su King (PVT) Ltd.,

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