



J. N. INTERIORS (PVT) LTD

— A reflection of you —

STORE KEEPER / ASST STORE KEEPER

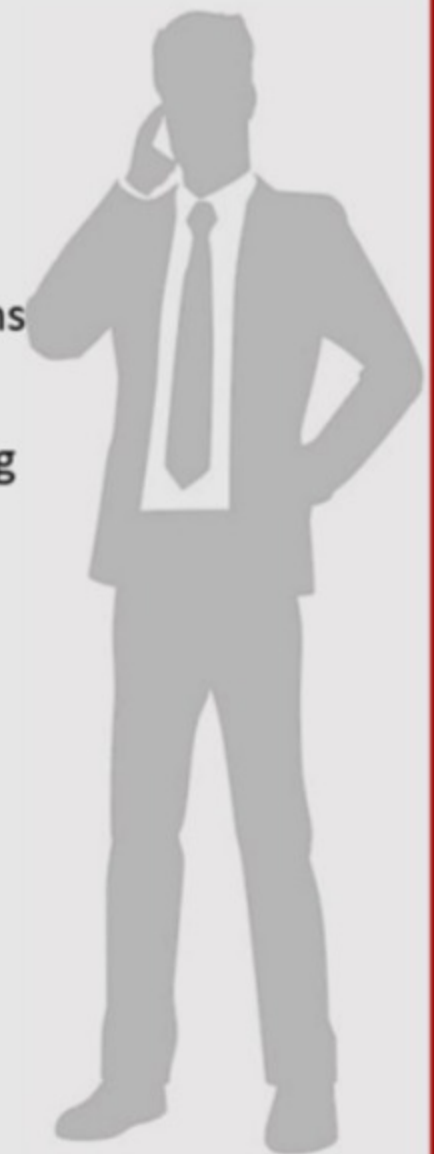
J.N. INTERIORS is a leading interior designing and civil construction company which has earned its reputation for interior designing in Sri Lanka since 1998. We are looking for a dedicated, energetic, self-motivated personal to suit our requirements and to grow with our company for the following vacancy:

The Job –Store Keeper / Asst Store Keeper

- Accept the items received to the stores and check the delivery order /Purchasing officer on any deviations (quality, quantity, type, brand)
- Update bin cards on receipts, issues and write offs
- Arrange stock items in a manner that could be easily access and recognized.
- Check the material request sheets received to the stores (job number should be clearly mentioned in the request) with the available stock items whether the job number is correctly mentioned in the request
- Arrange the deliveries to sites on available stock items after preparing orders/issue notes indicating the job number & name

Qualifications and Skills required

- HND or Diploma in stock – control methods - Preferred
 - G.C.E O/L & A/L
 - 02 Year experience preferred – Store Keeper
 - 01 Year experience preferred – Asst. Store Keeper
 - Age 25 – 35 years (Male candidate only)
 - Computer Literacy
 - Experience in construction field preferred
- Compulsorily required



The right candidate will be offered an attractive remuneration package

If you think you possess the required attributes to carry out the scope of work and be a member of JNl Family, simply email your Curriculum Vitae with a passport size photograph of yourself taken recently to “careers@jninteriors.lk” within 07 days of the date of this advertisement.



facebook/jninteriors

jninteriorssl

jninteriors

Contact us on 011 243 9293

011 462 1029

Visit us @ www.jninteriors.lk

