

ONE OF THE  
LEADING  
COMPANIES  
DEALING WITH  
MODERN  
HARDWARE,  
INTERIOR &  
EXTERIOR  
DECORATIVE  
ITEMS, ALSO  
HOUSEHOLD  
ELECTRICAL &  
NON - ELECTRICAL  
APPLIANCES HAS  
THE FOLLOWING  
VACANCIES FOR  
IMMEDIATE  
RECRUITMENT.



**ASIAN** HARDWARE (PTE) LTD.

*"Excellence In Hardware" Since 1975*

## IMMEDIATE VACANCIES

### ASSISTANT STORE KEEPER

#### JOB REQUIREMENT

- ▶ Minimum GCE A/L qualification
- ▶ Age between 20 – 40 years
- ▶ Minimum 2 years' experience in hardware home appliance.
- ▶ Knowledge in all store activities and procedures is a pre-requisition
- ▶ Should be a team player
- ▶ Ability to work under pressure
- ▶ Preferring candidates within Colombo
- ▶ Experience in kitchen product range will be an added advantage

#### KEY RESPONSIBILITIES

- ▶ Handling, checking, receiving, picking, packing and storing of all incoming stocks
- ▶ Making sure that all inventory processes are completed on the same day
- ▶ Maintaining and servicing warehouse tools, machinery and trucks
- ▶ Labelling goods that have arrived at the warehouse
- ▶ Preparing delivery for drivers
- ▶ Signing off and replenishing stock
- ▶ Monitoring stock levels and performing cycle counting
- ▶ Moving items through warehouse from inbound to dispatch

**FORWARD YOUR CV BY E -MAIL ON OR BEFORE**

**30<sup>TH</sup> APRIL 2024**

**WITH SUITABLE EXPERIENCE IN THE ABOVE FIELDS FOR CONSIDERATION**

**0761357500 / 0761357505**

**Send Your CV to [hr@asianhardwarepteltd.com](mailto:hr@asianhardwarepteltd.com)**

**or By Post / By Hand**

**23, Mahavidyalaya Mawatha, Colombo 13**

