



**INDRA
SERVICE
PARK**

VACANCY

STORE ASSISTANT - KANDY

Responsibilities:-

- Responsibility of the inventory process including receiving, arranging, maintaining and issuing of the stock with computerized system.
- Keeping proper records of the inventory with relevant inventory control procedure.
- Engage with monthly inventory counts/ ad hoc cycle count and ensure the accuracy of the inventory.
- Produce & maintain required reports/documents on stocks, monitoring, tracing reorder levels, age stocks and maintenance of store records.

Requirements:-

- G.C.E (A/L)/Part qualification in Store management from a recognized institution would be an added advantage.
- Minimum of 03 years work experience in Inventory Control & Store Management System preferably in Automotive parts organization.
- Ability to work in a computerized accounting environment.
- Candidates residing in close proximity to Kandy district preferred.
- Age below 30years.

Selected candidates could look forward to an attractive remuneration package and other benefits.

Forward detailed CV within 7days of this advertisement with names of two non-related referees and contact numbers to

Group Human Resources Manager,
INDRA SERVICE PARK (PVT) LTD,
No.175, Katugastota Road,
Kandy.

Tel: 081-2234346 WhatsApp 0777 222 150

E-Mail: vacancy@indratraders.lk