



## Store In Charge

- **Vacancy for:** 2
- **Posted on:** July 1, 2017
- **Deadline:** Nov. 30, 2016, midnight

### Basic Job Information

Job Category : Commercial / Logistics / Supply Chain  
Job Level : entry  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Candidates must have worked in engineering store (preferable) to maintain the inventory of various parts, material and equipment for the sites.
  - Must be able to work independently manually as well as on computer to generate the required reports of stock as per requirement
  - Ability to work under pressure.
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### Job Description

Store in charge will be responsible for receiving, storing releasing and controlling the materials of store.

Specific Functions and Essential Duties:

- Receive, distribute and maintain adequate quantities of stocks at all times
- Ensure proper stock inventory
- Good coordination/communication skill
- Maintain stocks and consumption records
- Check incoming material for quality, and quantity against invoices/purchased orders or, other verified documents
- Keep and updated records of good received and issued/provide proper stock reports
- Submit verified stock reports to Finance & Account Department.

### TO APPLY:

Interested candidates are requested to send their updated resume to [vacancy@airtech.com.np](mailto:vacancy@airtech.com.np)

**OR,**

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### Applying Procedure

Apply Link : <https://merojob.com/store-in-charge-3/>

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