



Store Incharge

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Feb. 28, 2016, midnight

Basic Job Information

Job Category : Production / Maintenance / Quality
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

Experience:

- Two years increasingly responsible experience working in warehouse and storage operations
 - Good knowledge of Microsoft Access, Excel and Words
 - Good email skill for communicating with the vendor/suppliers and Internet Search skill for finding new vendor/products.
 - Driver Licenses for Two-Wheeler.
-

Job Description

Under direction, performs a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; maintains inventory and stock records; may serve as a lead worker to other classified staff in the area; and perform related work as required.

- Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received
- Makes intra- and inter-office deliveries of requested surplus office furniture and merchandise; maintains records of all deliveries
- Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders to faculty and staff
- Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at auction
- Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction
- Ships canceled and damaged items back to vendors as appropriate
- Delivers and sets up furniture for various office events as requested
- Handles and documents storage and transportation of hazardous materials.
- Maintains the warehouse, records area and stores area in a neat and orderly manner
- Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property
- May serve as a lead worker to other classified staff in the area

Other duties:

- Perform general storekeeping and warehouse duties; maintain accurate manual and computer records; perform physical labor; understand and carry out oral and written instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population
 - Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking on a consistent basis
-

Applying Procedure

Apply Link : <https://merojob.com/store-incharge-16/>

Generated By

