



Store Incharge

- **Vacancy for:** 3
- **Posted on:** Feb. 11, 2018
- **Deadline:** Feb. 19, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Commercial / Logistics / Supply Chain > Inventory planning and management, Logistics, Inventory Control/ materials
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than 2 years

Other Specification

- Excellent computer skill particularly in Excel is required
 - Able to communicate in English and Hindi is desirable
 - Basic Knowledge of Book keeping is a must
 - Prior experience in related field is required
 - Experience in construction firm would be an asset
 - Two wheeler are encouraged to apply
-

Job Description

- Should work under the supervision of accountant and in close collaboration with store keeper & help maintaining the stock
 - Receive the materials from the suppliers; check the receipt base on the p.o
 - Responsible for arranging, preservation, recording & issue of the items
 - To supervise the duty of staff under his control
 - Responsible to keep the documentary records of all items in excel/ledger and report the same on daily basis to concerned higher authority
 - Keeping the track of incoming and outgoing materials and reporting the same
 - Coordinate and execute the import processing
 - Maintain stock and keep up-to-date record and reporting
 - Coordinate with store keeper in issuing the goods
 - Do other jobs as assigned
-

Applying Procedure

Apply Link : <https://merojob.com/store-incharge-31/>

Generated By

