



Store Keeper

- **Vacancy for:** 1
- **Posted on:** Nov. 14, 2018
- **Deadline:** Nov. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category : Commercial / Logistics / Supply Chain
Job Level : Mid Level
Employment Type : Full Time
Job Location : Dhadhing factory
Offered Salary : NRs. 20,000.00 Monthly

Job Specification

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

Other Specification

- Proven experience as a storekeeper
 - Excellent communication and organizational skills
 - Strong interpersonal and problem solving abilities
 - Highly responsible & reliable
 - Must have good knowledge of inventory management
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Job Description

- Receives, stores, and issues supplies and equipment and compiles records of supply transactions
 - Verify that supplies received are listed on requisitions and invoices
 - Stores supplies and equipment in storerooms
 - Issues supplies
 - Compiles report of expenditures
 - Make sure that stores always organized & in good shape
 - Make inventories for all the items and keep records for all the supplies
 - Maintain proper system for the items log
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Applying Procedure

Apply Link : <https://merojob.com/store-keeper-110/>

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