



Store Keeper

- **Vacancy for:** 5
- **Posted on:** Nov. 20, 2018
- **Deadline:** Nov. 27, 2018, 11:55 p.m.

Basic Job Information

Job Category : Commercial / Logistics / Supply Chain
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
Professional Skill Required : Maintaining Stock Up To Date

Other Specification

- 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
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Job Description

- Should work under the supervision of accountant and in close collaboration with store Incharge & 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
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Applying Procedure

Apply Link : <https://merojob.com/store-keeper-112/>

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