



Store Keeper

- **Vacancy for:** 2
- **Posted on:** Oct. 11, 2017
- **Deadline:** Nov. 2, 2017, 11:55 p.m.

Basic Job Information

Job Category	: Commercial / Logistics / Supply Chain > Inventory Control/ materials, Manufacturing, Storekeeper/ Warehouse
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Biratnagar, Eastern Region, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)

Experience Required : More than or equal to 1 year

Other Specification

- Good supervising and commanding skills
- Flexible working time
- Excellent Communication and Interpersonal skills
- Ability to work under pressure
- Positive Attitude
- Must have computer knowledge (MS Word, MS Excel, Emailing)
- Good knowledge of spreadsheets and database.
- Ability to work independently with minimal supervision
- Good Accounting skills
- Intermediate completed or Bachelors completed will be given priority having at least 1-year prior work experience in procurement and store in Manufacturing company

Job Description

- Receive materials in the store, arranging and preservation of materials
- Maintain proper and up-to- date record of all material receive and issued at site
- Manage and maintain store to avoid the damage and breakage of goods
- Maintain proper records of goods disbursed, returned and damaged
- Supervise the handling of material in order not to have any damaged. Ensure proper stacking and preservation of material
- Prepare and maintain store ledgers
- Prepare and maintain the stock balance
- Provide timely notification to the procurement department about the required goods
- Coordinate with the procurement and fiber operation department to ensure smooth flow of work
- Billing / Invoicing
- Dispatch of goods as per delivery challan
- Receiving Orders
- Coordination with Factory and head office
- Loading and unloading of goods
- Supervising duties of loading workers and pick up van drivers
- Monthly Physical stock verification
- Stock Reconciliation
- Preparation of leakage and damage reports
- Follow up procurement department for procurement of the indented material

Salary & Benefits: Will be offered as per the candidates' experience and qualification. Salary is not a bar for deserving candidates.

Only shortlisted candidates will be called for the further selection processes. Suitable candidates are highly encouraged to apply.

Applying Procedure:

Email us your detailed CV with Cover letter to shikharorg@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/store-keeper-53/>

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