



## Warehouse Manager

- **Vacancy for:** 1
- **Posted on:** Feb. 4, 2018
- **Deadline:** Feb. 19, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Production / Maintenance / Quality > Logistics  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Nepalgunj  
Offered Salary : Negotiable

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### Job Specification

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

### Other Specification

- Must have completed minimum college graduate
  - Should have basic knowledge of Accountancy
  - Should have basic knowledge of Microsoft Office
  - Should have prior experience of at least 2 years in a similar role
  - Should be willing to work overtime
  - Should be willing to travel for short/long duration to company's other branch offices for meetings and training purpose
  - Only Male candidates can apply
  - Minimum age should be 30 years
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### Job Description

- Leading a team of people to manage all the functions of the warehouse
- Managing unloading and systematic storage of in-bound goods
- Managing timely and systematic dispatch of outbound goods
- Managing proper staking of goods as per company's policy and issuing stock on FIFO basis
- Updating Stock Ledgers, Dispatch Journals, Expense Statements etc. on a daily basis
- Preparing VAT bills, Purchase Bills, Sales Bills etc
- Preparing daily and weekly reports for Head Office

**Salary:** Depending upon qualification, experience, and capability of the candidates

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### Applying Procedure

Interested candidates are requested to submit their updated resume along with cover letter to [jobs@stinepal.com](mailto:jobs@stinepal.com)

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