

STORE KEEPER

(CONSTRUCTION SITE)



GRAND APARTMENTS (PVT) LTD, A LEADING RESIDENTIAL CONDOMINIUM DEVELOPER IN SRI LANKA, IS SEEKING A RESPONSIBLE AND EXPERIENCED STORE KEEPER TO MANAGE SITE-LEVEL INVENTORY FOR OUR APARTMENT CONSTRUCTION PROJECTS IN COLOMBO. THE IDEAL CANDIDATE SHOULD BE ABLE TO HANDLE THE RECEIPT, ISSUANCE, AND DAILY TRACKING OF CONSTRUCTION MATERIALS, ENSURING PROPER DOCUMENTATION AND SITE-LEVEL STOCK CONTROL.

WHAT WE OFFER

- LKR 50,000 – 70,000 (BASED ON EXPERIENCE AND SKILLS)

KEY RESPONSIBILITIES

- ENTER INVOICES, RECEIPTS, AND OTHER DATA INTO EXCEL OR ACCOUNTING SOFTWARE
- ORGANIZE AND FILE PHYSICAL AND DIGITAL DOCUMENTS
- ASSIST WITH DOCUMENT PREPARATION FOR PAYMENTS AND BANK RECORDS
- FOLLOW UP ON PAPERWORK WITH SITE OR INTERNAL STAFF
- MAINTAIN BASIC RECORDS AND TRACKERS

REQUIREMENTS

- MINIMUM 2 YEARS' EXPERIENCE AS A STORE KEEPER ON A CONSTRUCTION SITE
- BASIC KNOWLEDGE OF COMMON CONSTRUCTION MATERIALS (CEMENT, REBAR, TILES, FITTINGS, ETC.)
- ABILITY TO MAINTAIN STOCK RECORDS AND ISSUE REPORTS
- TRUSTWORTHY, ORGANIZED, AND ABLE TO WORK INDEPENDENTLY
- FAMILIARITY WITH EXCEL OR STOCK BOOKS PREFERRED
- BASED IN OR WILLING TO TRAVEL TO THE COLOMBO AREA
- AGE BELOW 40

How to Apply:

If you're ready to take your career to the next level, submit your resume and portfolio to grand.hr@outlook.com /077 578 4906 (WhatsApp Only).

Shortlisted candidates will be contacted for an interview.

