

WE ARE HIRING !

STORES MANAGER

LOCATION: EMBILIPITIYA

KEY RESPONSIBILITIES:

- ✳ Maintain optimal inventory levels, and ensure compliance with company policies and external regulations.
- ✳ Collaborate with various departments, conduct regular inventory checks, and provide timely reports and information to relevant stakeholders.
- ✳ Facilitate smooth and uninterrupted production processes.
- ✳ Maintain 100% inventory accuracy by conducting random inventory checks and sample audits.
- ✳ Managing stock levels and making key decisions about stock control.
- ✳ Ensure efficient and accurate management of inventory to support production operations.
- ✳ Having regular staff meetings to discuss the day's/ month's performance, customer issues, and new initiatives.
- ✳ Ensuring that the high standards are maintained for service excellence, health and safety of employees.
- ✳ Responding to customer complaints and comments with the support of the sales & marketing department by following the set standard procedure.
- ✳ Build strong working relationships with all supporting teams.
- ✳ Maintain the operational cost efficiencies.
- ✳ Managing and motivating teams to increase deliveries and ensure efficiency.

REQUIREMENT:

- ✳ Logistic management/ Supply chain management or Stores management degree or diploma.
- ✳ Ability to work with ERP System.
- ✳ Minimum of 5 years managerial experience, preferably ceramic & tools items, building materials.
- ✳ Excellent communications skills.
- ✳ Energetic and self-driven person.

Food and accommodation will be provided.

Successful candidates will be offered a competitive remuneration package based on their qualifications and experience.

Manager – Human Resources,
Embilipitiya Stores Tool & Ceramic Manufacturing (Pvt) Ltd,
Hingura-Ara, Embilipitiya.

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