

Premium Auto Parts (Pvt) Ltd, a pioneer in the motor spare parts trading industry, is seeking dynamic, skilled individuals to join our store operation team.



WE'RE HIRING!

Store Executive



■ The Job

- Manage all inbound and outbound logistics, including GRNs, dispatch, and goods returns.
- Monitor re-order levels and implement purchasing plans accordingly.
- Supervise the delivery team and coordinate daily delivery plans with sales.
- Maintain accurate system stock records with daily stock in/out updates.
- Coordinate with clearing agents and internal/external stakeholders.
- Handle store administration, including management reports, budgets, and financial updates
- Implement inventory controls, conduct stock counts, and reconcile physical vs. system stock.

■ The Person

- Bachelor's degree in Supply Chain Management, Logistics, Accounting, Business Administration, or a related field.
- Minimum of 2 years of experience in a similar position is preferred.
- Knowledge of store management is essential.
- Strong leadership and communication skills.
- Excellent analytical abilities, attention to detail, and capability to thrive in a fast-paced environment.
- Preference given to candidates residing in Kaduwela, Malabe, Battaramulla, or Himbutana.
- Age below 45 years.
- Male candidates preferred.

Send your resume to:

corporate@premiumauto.lk



Head Office : Borella

Branches : Angoda/Rathmalana /Kandy