

Join our team as a STORE KEEPER



**LAKE
HOUSE**

Are you organized, detail-oriented and passionate about managing inventory?

We are looking for a dedicated individual as a Store Keeper to join our dynamic team!

QUALIFICATIONS AND REQUIREMENTS:

- Diploma in Stores Management conducted by Institute of Supply and Materials Management or any other recognized Institute
- Experience in a reputed commercial establishment with 05 years overall experience in Stores function with at least 02 years exposure in a similar role
- Strong Time management, prioritization, multitasking & good communication skills
- Proficiency in both English & Sinhala languages will be an added advantage

DUTIES AND RESPONSIBILITIES:

- Maintain accurate records in the computerized stock management system
- Receive, inspect and record incoming materials and supplies
- Ensure the proper storage and handling of products
- Coordinate with other department for inventory needs
- Overall supervision of the Stores operation
- Maintain a clean & organized store area

AGE : BELOW 40 YEARS.

An attractive remuneration package is on offer based on experience and individual skills

For those who are interested please apply with detailed resume to the careers@lakehouse.lk



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THE HUMAN RESOURCES DEPARTMENT

THE ASSOCIATED NEWSPAPERS OF CEYLON LTD

No. 35, D.R. Wijewardene Mawatha, Colombo -10.