

# 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](mailto:careers@lakehouse.lk)**



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**THE HUMAN RESOURCES DEPARTMENT**

THE ASSOCIATED NEWSPAPERS OF CEYLON LTD

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