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# Storekeeper

**Hiring organization**
Lanka Talents Creations (Pvt) Ltd

**Industry**
Electronic and Electrical Industry

**Employment Type**
Full-time

**Job Location**
Bambalapitiya

**Valid through**
30.10.2026

## Description

We are seeking an experienced and well-organized Storekeeper to support warehouse operations, inventory management and distribution activities. The successful candidate will assist the Stores Manager in maintaining accurate stock records, supervising loading and unloading activities, optimizing warehouse space and ensuring timely dispatch of goods.

The role requires hands-on experience in warehouse and distribution management, familiarity with SAP Warehouse Management Systems, and the ability to coordinate with sales and logistics teams to meet customer delivery requirements. The ideal candidate will demonstrate strong leadership, organizational and problem-solving skills while maintaining workplace safety and operational efficiency.

## Responsibilities

- Assist the Stores Manager in maintaining warehouse order and operational efficiency.
- Supervise loading, unloading and dispatching activities.
- Maintain accurate inventory records and reconcile stock discrepancies.
- Optimize warehouse space and allocate storage areas efficiently.
- Lead and coordinate warehouse staff to maintain productivity and teamwork.
- Plan and monitor distribution routes to support timely, cost-effective deliveries.
- Coordinate with sales teams to fulfil customer delivery requirements.
- Ensure compliance with workplace safety standards and company policies.

## Qualifications

- A recognized qualification in Supply Chain Management, Stores Management or Warehouse Management.
- Five to eight years of experience in warehouse and distribution management within a reputed organization.
- Hands-on experience with SAP Warehouse Management Systems.
- Proficiency in Microsoft Office applications.
- Strong leadership, people management and time management skills.
- Excellent organizational, communication and problem-solving abilities.
- Ability to work under pressure and meet strict deadlines.
- Fluency in Sinhala and English; Tamil language proficiency will be an added advantage.

## Contacts

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