

<https://www.lankatalents.lk/job/storekeeper/>

Storekeeper

Description

The Storekeeper is responsible for managing warehouse inventory, maintaining accurate stock records, receiving and issuing goods, ensuring proper storage, preparing inventory reports, and supporting efficient warehouse operations. The role requires strong organizational skills, inventory management knowledge, and the ability to maintain high standards of safety and accuracy.

Responsibilities

- Manage overall inventory and stock control efficiently.
- Receive, inspect, and record incoming goods.
- Ensure proper storage and arrangement of materials for easy access and safety.
- Monitor stock levels and maintain accurate inventory records.
- Prepare and issue materials for dispatch, ensuring correct quantities and quality.
- Coordinate with logistics and other departments to ensure timely deliveries.
- Maintain inventory documentation and update inventory systems.
- Prepare daily, weekly, and monthly stock reports.
- Ensure cleanliness, organization, and compliance with warehouse safety standards.
- Follow proper material handling and storage procedures.
- Minimize stock losses, damages, and inventory discrepancies.
- Maintain effective communication with internal teams.

Job Benefits

- Basic Salary: Rs. 60,000 – Rs. 85,000
- Estimated Net Salary: Rs. 85,000 – Rs. 110,000
- Additional Benefits:
 - Overtime (OT)
 - Bike allowance
 - Fuel reimbursement
 - Cost reimbursement

Qualifications

- G.C.E. O/L or A/L qualification.
- Minimum **2–5 years** of experience in storekeeping, logistics, or warehouse operations.
- Good knowledge of inventory management practices.
- Ability to handle stock accurately and efficiently.
- Strong organizational and time management skills.
- Basic IT knowledge, including **MS Excel** and **ERP/SAP inventory systems**.
- Good communication skills in **Sinhala and English** (Tamil is an added advantage).
- Experience handling automobile spare parts will be an added advantage.

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

Electric Vehicle (EV) / Automobile Industry

Employment Type

Full-time

Job Location

Makola, Makola

- Ability to work independently and manage responsibilities effectively.

Contacts

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