



JOB OPENING

HQ Colombo offers an advanced office space with quality service. The eight storied state of the art office spaces come complete with a reliable power source to ensure connectivity, international design, security and hygiene. HQ Colombo provide the optimum platform to operate your business, focusing on versatility, adaptability, functionality and responsiveness.

STORE KEEPER

RESPONSIBILITIES

- Keeping a record of sales and restocking the store accordingly.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.
- Receive detailed and accurate information when goods arrive at the store, then carefully check and record the quantity and condition of goods when moving out of the store.
- Check goods receipt/issue requisition documents under regulations to ensure quality goods and deliver to the right object to avoid confusion.
- Receive delivery documents, make goods issue requests, save information on the system and transfer it to the purchasing or accounting department to serve the next control stage.
- Responsible for arranging neat and clean locations and premises to receive goods in a convenient, fast, and time-saving way when there is information on goods receipt.
- Ensure that the goods receipt and issue process does not damage the goods.
- Record specifically the goods received note and goods delivery note to list the quantity of the goods.
- Track the number of goods receipt/issue each day and compare with the minimum norm to maintain store efficiency.

REQUIREMENTS

- Must be organized and punctual.
- Well-presented and professional.
- A high school qualification or equivalent.
- Prior experience in a similar field
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office.



Send your CV to : careers@steradiancapital.com

Please state post you are applying and Expected **Salary scale** on the subject line of the email. Candidates reside in close proximity to Colombo are invited to forward their resumes.