

WE ARE RECRUITING

A 'Store Clerk'

Duties and Responsibilities

- Receive and inspect all items against the purchase order
- Keep and maintain records of stock items /materials received and issued
- Monitor, process and ensure that all invoices from suppliers are received within a delay
- Ensure delivery of materials, tools and equipments
- Report on any discrepancies noted and filling of records
- Proper monitoring and inventory of tools and materials
- Ensure & review proper re-order level of all stock items on an appropriate time basis
- Assist in organizing the storage area in a neat and orderly manner

Profile

- HSC or equivalent
- A minimum 2 years work experience in the field
- Store management skills
- Excellent organizational skills
- Effective inter-personal and communication
- Able to work independently as well as a part of team
- Proficiency in Microsoft office suite with strong Excel skills

Interested candidates should forward their resume by latest Friday 28th February 2020 to the Human Resources Department,

Panagora Marketing Co. Ltd | Tel : 601 8300 | Email : hr.panagora@eclosia.com

Only the best candidates will be called for an interview