



Airport & Aviation Services (Sri Lanka) (Private) Limited



**We are looking for highly motivated individuals with right attitudes
To fill the following vacancy**

POST OF STORE KEEPER

Job Scope

Under the direct supervision of Manager/ Chief Store Keeper / Stores Officer, maintain the relevant stores unit. Check and receive items delivered by suppliers/other stores. Notifying of all excess/ shortage/losses / damage/ incorrect supplies to Chief Store Keeper / Stores Officer. Responsible for item receipts and all stock issues under proper authority. Responsible for all transactions relating to relevant stores in accordance with stores procedure of the company.

Key Responsibilities

- Make necessary arrangements to unload the stock items delivered by the suppliers.
- Check the items for correct quality and quantity as per invoice/GRN.
- Return goods to suppliers (if they are not compatible to the requirement) by raising Discrepancy report.
- Collect the items from the receiving stores and detailing the Stores Assistant to enter the receipt of items on bin cards and update the system accordingly.
- Report excesses, shortages, losses, or damages to Chief Store Keeper/Store Keeper soon after detection.
- Check and supervise whether the stock items are properly stored and arranged in a methodical manner for quick retrieval.
- Check all bin cards whether they are duly and correctly posted on all stock movements/transactions.
- SRN updating and goods issuance.
- Prepare all details of used items and hand over them to salvage stores weekly.
- Constantly check and compare the physical quantities with bin balances and informing Chief Store Keeper /Store Officer of discrepancies if any, on time and taking remedial actions in consultation with Chief Store Keeper / Store Officer.
- Prepare lists of BOS items in consultation with Chief Store Keeper and Users.
- Ensure safety and security of all physical custody of stores.
- Delegate and supervise the work of all Multi Duty Assistants in the Stores.
- Cover up duties of any Store Keeper who is absent at BIA/RMA/MRIA stores.

Qualifications

- a. Should have passed G.C.E. (A/L) Examination in 03 subjects.
- b. Should have passed 6 subjects at G.C.E. (O/L) Examination including English Language and Mathematics.
- c. Certificate course in Stores Management / or Store Keeping from Institute of Supply & Material Management or from an institute recognized by T.V.E.C.
- d. Should possess a minimum of 05 years' experience as a **Store Keeper** in a reputed organization.

Age

The age should be below 45 years on the closing date for applications.

Method of Selection

By a Written test and a Structured Interview.

Salary

The remuneration package offered for the above post will be attractive. In addition the selectees will receive attractive fringe benefits.

General:

The selected candidates will have to perform duties at any Airport in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience, please send in your resume prepared according to the specimen applications given in the Website with copies of the relevant certificates to the following address on or before **05th of December 2022 only by Registered Post or Courier Service**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

Please note that the applications without copies of the relevant certificates and forwarded in other modes and not in accordance with the specimen given on our Website will be rejected.

Only qualified candidates will be notified at all stages of the selection process.

The advertisement dated 25.02.2021 is treated as cancelled consequent to this advertisement.

**CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**

23/11/2022