Storekeeper

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Phone :
Web :

Job Summary

Vacancy :
Deadline : Jan 25, 2026
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Employment Status : Full Time
Experience : 1 - 3 Years
Salary :
Gender : Any
Career Level : Mid Level
Qualification : Diploma/Degree

Job Description

o Receive and verify all goods delivered against purchase orders and delivery notes.
o Ensure all items are stored correctly according to type, safety, and quality standards.
o Maintain accurate stock records using bin cards and inventory systems.
o Monitor stock levels and report low or excess stock to the Procurement/Finance Manager.
o Issue items to departments only upon presentation of approved requisition forms.
o Record all issued items accurately and update stock balances promptly.
o Ensure FIFO (First-In, First-Out) is applied for perishable items.
o Safeguard all stored goods and prevent losses, theft, or damage.
o Conduct routine stock counts and assist in monthly and annual stock-taking exercises.
o Reconcile physical stock with system records and report discrepancies immediately.
o Maintain proper filing of delivery notes, invoices, and requisition records.
o Prepare daily, weekly, and monthly inventory reports as required.
o Assist the finance team in audit and inventory verification processes.
o Ensure the store is clean, organized, and compliant with health and safety standards.
o Properly label all stored items and arrange them for easy access and tracking.
o Dispose of expired or damaged items following hotel procedures.
Kindly indicate your salary expectation.

Education & Experience

• Minimum 2 years' experience as a Storekeeper, preferably in the hospitality industry. • Strong knowledge of inventory systems and stock control procedures. • Good organizational and record-keeping skills. • Honest, detail-oriented, and trustworthy.

Must Have

• Certificate or Diploma in Supply Chain Management, Stores Management, or related field.

Educational Requirements

Diploma/Degree

Compensation & Other Benefits