

## Storekeeper

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Phone :

Web :



### Job Summary

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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

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- 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**

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• 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**

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

**Educational Requirements**

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Diploma/Degree

**Compensation & Other Benefits**

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