



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



We are looking for highly motivated individuals with right attitudes to fill the following vacancies

VACANCIES FOR THE POST OF STORE KEEPER

Job Scope :

Under the direct supervision of Manager/Chief Store Keeper / Stores Officer, maintain the relevant stores unit . Check & receive items delivered by suppliers/other stores. Notifying of all excess/ shortage/losses/ damages/ 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 :

1. Make necessary arrangements to unload the stock items delivered By the suppliers.
2. Check the items for correct quality and quantity as per invoice/GRN.
3. Return goods to suppliers (if they are not compatible to the requirement) by raising discrepancy report.
4. Correct the items from the receiving stores and detailing the Stores Assistants to enter the receipt of items on bin cards and update the system accordingly.
5. Report excesses, shortages, losses or damages to Chief Store Keeper soon after detection.
6. Check and supervise whether the stock items are properly stored and arranged in a movements/transactions.
7. SRN updating and good issuance
8. Prepare all details of used items and handover them to salvage stores weekly.
9. Constantly check and compare the physical quantities with bin balances and taking remedial actions in consultations with Chief Store Keeper/ Stores Officer of discrepancies if any, on time and taking remedial actions in consultation with Chief Store Keeper/ Stores Officer.
10. Prepare lists of BOS items in consultation with Chief Store Keeper/ Stores Officer.
11. Ensure safety and security of all physical custody of stores
12. Delegate and supervise the work of all Multi Duty Assistants in the Stores.
13. Cover up duties of any Store Keeper who is absent at BIA/CIAR/MRIA stores.

Qualifications & Experience

- i. Should have passed GCE (A/L) Examination or equivalent examination with 03 main subjects
AND
- ii. Should have passed 06 subjects at GCE (O/L) Examination including English Language & Mathematics.
AND
- iii. Should have possessed a certificate course in Stores Management or Store Keeping from Institute of Supply & Material Management or from a institute recognized by T.V.E.C.
AND
- iv. Should possess a minimum of Five (05) years' experience as a **Store Keeper** in a reputed organization.

Age : The age should be below 45 years on the closing date of the applications.

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

Method of selection : Candidates should face for a Written Test and an Interview.

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 application given in our Website <http://www.airport.lk>Corporate>careers> with copies of the relevant certificates to be reached to the following address on or before **June 18 , 2024 only by Registered Post or Courier.** 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/or forwarded in other modes and/or not in accordance with the application given in our website will be rejected.

Please note that only short listed candidates will be notified.

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

Date : 09/06/2024