



Plastica International PVT LTD

CMI
Ceylon Meditech Industries

We are a well-established group of companies in Sri Lanka since 2012 obtained ISO / WHO_GMP certification for manufacturing diagnostic medical devices in Sri Lanka and manufacturing technical products to the export market. we are looking for competent, dynamic individuals for below mentioned position to our medical devices manufacturing facility and Head office located in Malabe,Colombo.

Store Keeper

Responsibilities

- Take delivery of all incoming materials and reconcile with purchase orders
- Track, document, and resolve any discrepancies on received orders
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- Update Bin cards and related documents as per the ISO /WHO-GMP standards
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Responsible for packing, pricing, labeling, and returning supplies
- Responsible for stock rotation and coordinate the disposal of surpluses
- Oversee the handling of freight, the movement of equipment, and minor repairs
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.

Requirements

- GCE O/L /AL or Diploma
- two-year experience in same category
- Advanced MS Excel skills
- Knowledge of supply chain and stores functions
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

Attractive remuneration package based on the experience

Please email your Resume to hr@plasticalk.com with two none related referees within 7 days from this advertisement along with a recent photograph.

Manager Administration

Plastica International PVT LTD

Head Office –No 221/3, kahanthota Road Malabe

Contact: 077-6084189

www.plasticalk.com