

Store Keeper(manager)

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Company: Advance International Chemicals Pvt Ltd

Location: Lahore

Category: other-general

Maintain Manual receiving of all material.2. Posting of all received stock of material as per manual receiving documents.3. Maintain receiving registers of goods i.e. Boxes, Electrical accessories, Stationery items, Packing Material.4. Issuance of material to parties.5. Maintain Dispatch registers of goods i.e. Boxes, Electrical accessories, Stationery items, Packing Material and Shopping Bags.6. Maintain Receiving & Dispatch record of stationery in excel format on daily basis.7. Fulfill the demands of Factory and ware house as per their requirement.8. Generate monthly Demand as per Factory & Head office requirement i.e.Boxes, Electrical accessories, Stationery items, Packing Material .9. Maintain a report of stationery status on daily basis.10. Issue gate passes of all out door goods.11. Dispatches of Post Mail and parcels to all vendors through DCS or Agility.12. Maintain Daily dispatch and receiving report of parcels and post mail.

Job Specification. Monthly physical audit.* 2. Items receiving and dispatch and maintain its record.* 3. Maintain a report of material dispatch & receiving.* 4. Maintain a record of receiving and dispatch of electrical accessories i.e. cables, energy savers, halogens, connectors, holders and emergency lights.

Advance International Chemicals PVT LTD was established in 1979.The areas of activities of the Company in the private sector cover the manufacturing of paints, adhesives, printing inks, oil and grease additives, special coatings for wood, glass, c

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