

## Store Keeper

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Company: RS Global HR Services

Location: Saudi Arabia

Category: transportation-and-material-moving

Job Title: Storekeeper

Location: maldives

### Position Overview:

We are currently seeking a diligent and organized Storekeeper to oversee our inventory management and warehouse operations. The ideal candidate will possess strong attention to detail, excellent organizational skills, and the ability to maintain accurate records of stock levels. This role offers the opportunity to play a key role in ensuring the efficient flow of materials and supplies to support our operations.

### Key Responsibilities:

1. Receive, inspect, and accurately record incoming shipments of materials, supplies, and products.
2. Organize and maintain inventory storage areas to ensure efficient utilization of space and easy access to items.
3. Conduct regular inventory counts to reconcile stock levels and identify discrepancies or shortages.
4. Monitor inventory levels and reorder supplies as needed to prevent stockouts and maintain optimal inventory levels.
5. Prepare and pack orders for shipment, ensuring accuracy and proper handling of products.

6. Coordinate with purchasing and procurement teams to track deliveries, resolve discrepancies, and expedite urgent orders.
7. Inspect and maintain warehouse equipment, such as forklifts and pallet jacks, to ensure safe and efficient operation.
8. Follow proper storage and handling procedures for hazardous materials and ensure compliance with safety regulations.
9. Maintain accurate records of inventory transactions, including receipts, withdrawals, and returns.
10. Assist in the development and implementation of inventory control procedures to optimize inventory accuracy and efficiency.
11. Participate in regular team meetings and collaborate with other departments to support organizational goals and initiatives.
12. Uphold company policies and procedures related to inventory management, safety, and security.

Qualifications:

1. High school diploma or equivalent qualification.
2. Proven experience in inventory management, warehouse operations, or a related field.
3. Strong organizational skills with the ability to prioritize tasks and manage time effectively.
4. Excellent attention to detail and accuracy in record-keeping and data entry.
5. Proficiency in using inventory management software and Microsoft Office applications.
6. Ability to lift and move heavy objects and operate warehouse equipment safely.
7. Effective communication skills, both verbal and written.
8. Flexibility to work in a fast-paced environment and adapt to changing priorities.
9. Knowledge of safety regulations and procedures related to warehouse operations is preferred.

Join our team and become an integral part of our operations by ensuring the smooth flow of materials and supplies. We offer competitive compensation, opportunities for advancement, and a supportive work environment. If you are passionate about logistics and enjoy working in a dynamic team environment, we encourage you to apply.

To apply, please submit your resume and a cover letter outlining your relevant experience

and why you are interested in joining our company. We look forward to reviewing your application!

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#### Cross References and Citations:

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