



'Deputy Manager Store'

(Furniture Segment)



Requirements:

Master OffiSys (Pvt.) Ltd. is looking for a dedicated and reliable **Deputy Manager Store**. He will be responsible for developing/ managing inventory control /tracking systems, Planning to replenishment of new materials, perform analysis of Chair, Furniture store and Warehouse.

- Document daily deliveries and shipments to update inventory
- Ensure that all items are well organized and correctly stored, well protected, fully identified and easily accessible
- Order new raw material to avoid inefficiencies or excessive surplus
- Receive orders and deliveries, identifying potential discrepancies against cargo manifest or other, and reporting them
- Familiarity with Standard concepts and best practices in a store room.
- Plans and performs work that involves ordering, receiving, inspecting, returning, packing, labeling, delivering.
- Keeps records to maintain inventory control, cost containment and to assure proper stock levels.

Qualification:

Bachelors/Master's degree in relevant field or any other equivalent qualification required

Experience: 6 to 7 years of store operations & experience in **manufacturing** industry will be highly preferred

Location: S.I.T.E Area, Karachi

Salary Range: 80k to 100k plus all other benefits

Only shortlisted candidates meeting the above criteria will be contacted.

Send your resumes at careers@khi.master.com.pk & Mention Position in subject line.

