



Job Description

## **Store In Charge**

We are looking for an organized, experienced storekeeper to be responsible for all stock management.

### **Store in charge Responsibilities:**

- Handling of stock of Tyre, Batteries, Auto parts, Lubricants IN and OUT operations and recording.
- Daily internal stock take reports updating to management.
- Maintenance of Logbook for stock movements.
- Delivering excellent service to ensure high levels of customer satisfaction.
- Ensuring that the store is kept clean and organized.
- Time management on stock receiving & issuing.
- Maintaining a Good coordination with sales and service staff.

### **Store in charge Requirements:**

- Must be organized and punctual.
- Well-presented and professional.
- A high school qualification or equivalent.
- A minimum of 2-3 years experience working in a retail environment,
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office.