

## Job Circular

**Position:** Officer - Store, Factory

**Company:** TTS Technologies (Pvt) Ltd.

**Vacancy:** 02

### Job Context:

TTS Technologies (Pvt) Ltd. is seeking qualified candidates for the position of Officer - Store, Factory. The storekeeper will be responsible for managing the inventory of the Factory store. The ideal candidate should have experience in store management and possess excellent organizational skills.

### Job Responsibilities:

- Managing day-to-day store operations.
- Maintaining inventory of the store using ERP software.
- Ensuring proper documentation and release of materials received and distributed.
- Maintaining accurate records of store items, receipts, tags, and surplus materials.
- Preparing monthly stock reports regularly.
- Conducting physical checks of all types of materials.
- Demonstrating knowledge of different inventory management techniques/systems such as FIFO/FEFO.
- Ensuring cleanliness of the store.
- Managing labor, drivers, and helpers to ensure smooth store operations.
- Reducing wastage by maintaining an efficient inventory system.
- Performing any additional tasks assigned by the management.

**Employment Status:** Full-time

**Workplace:** Office-based

### Educational Requirements:

- Bachelor's degree in any discipline

### Experience Requirements:

- 2 to 4 years of relevant experience
- Proficiency in computer skills
- Knowledge of FIFO and ERP software systems is mandatory
- Experience in store inventory and control
- Experience in store management

### Additional Requirements:

- Age: 23 to 32 years
- Only males are allowed to apply
- Strong business communication skills
- Proficient in data entry and analysis
- Ability to work under pressure and strong analytical thinking
- Proficient in using Microsoft Office
- Extroverted personality and comfortable working in a team

**Job Location:** Pirojpur

**Salary:** Negotiable

If you believe you are the right fit for this position, please submit your application along with your updated CV to the following email address: [insert email address]. Please mention the position "Officer - Store, Factory" in the subject line of your email.

Only shortlisted candidates will be contacted for an interview. The management reserves the right to accept or reject any application without assigning any reason whatsoever.

Application Deadline: 30/05/2022