

INVENTORY AUDIT ASSISTANT

Asian Group of companies is one of the most prestigious brand name when it comes to home & building improvements, power tools and accessories. The leading trend setting and successful business house is expanding its business into diversified areas, now we are looking out for dynamic, passionate and challenging individuals with a positive attitude to join our team as **Inventory Audit Assistant**



Job Role

- Conduct physical audit on a daily/weekly basis so that the data in the system reflect what is physically available on the shelf.
- Support the inventory department to carry out the reorder, planning and forecasting as departments rely heavily on the accuracy of the inventory data in the computer system. Generate audit reports, reconciling computer data with the physical counts taken.
- Conduct inventory audits and data entry when receiving from each department and any of the outbound areas, such as warehouse.

Job Requirements

- Minimum of 1 year of experience.
- Qualification in GCE(O/L) with Maths pass.
- Age Below 35
- Good Communication and analytical skills.
- Ability to work under pressure and meet tight deadlines.
- Ability to work under minimum supervision.

The successful candidate would be offered with a competitive remuneration package on qualification and work experience.

If you possess the above requirements, please send your CV with name and contact details of two non -related referees within 14 days to **careers@agc.lk**

Conduct Number: **0117400213/ 0763651954**