

WE ARE HIRING!

JOB TITLE: INVENTORY ASSISTANT (01)

LOCATION: INVENTORY MANAGEMENT DEPARTMENT

About the Role

We are looking for a dedicated and detail-oriented Inventory Assistant to join our Inventory Management team. This position is perfect for someone with a keen interest in inventory control and a passion for maintaining organized and efficient stock levels.

Requirements:

- Diploma in a relevant field or GCE "O" level with at least 06 passes.
- Knowledge and experience in managing inventory and parts.
- Proficiency in inventory software.
- Strong skills in the Microsoft Office suite.
- Physical capability to lift or move items as needed.
- Excellent teamwork and cooperation skills.
- Strong communication and interpersonal abilities.

Key Responsibilities:

- Manage and oversee inventory levels to ensure accuracy and efficiency.
- Utilize software to track and maintain stock records.
- Coordinate with team members to ensure smooth operations.
- Assist in the receiving, storing, and issuing of inventory items.
- Maintain a clean and organized inventory environment.
- Address and resolve any inventory-related issues promptly.

What We Offer:

- Career advancement opportunities and annual increments as per company policy.
- Comprehensive health insurance and staff discounts.
- Salary, MVR 10,000.00+ / Negotiable based on qualifications and experience.

DEADLINE: 31st March 2025

- Candidates are required to submit fully completed "Application Form" with supporting documents listed in the form, before the deadline. Application form will be available to download from www.honda.mv
- Applications must be a compiled PDF file of all documents.
- Only short-listed candidates will be called for interview.