

WE ARE HIRING!

JOB TITLE: INVENTORY ASSISTANT (01)

LOCATION: INVENTORY MANAGEMENT DEPARTMENT

About the Role

We are seeking a dedicated and hardworking individual to join our Inventory Management team. This role combines inventory operations with computer-based tasks. Responsibilities include supporting stock receiving, organization, counting, and dispatch, while ensuring accurate records and system updates.

Requirements:

- GCE O-Level with at least 3 passes, including English and Mathematics.
- Previous experience in inventory, warehousing, or a related field is an advantage.
- Basic knowledge of Microsoft Office applications.
- Good attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Physically capable of handling inventory-related tasks.

Key Responsibilities:

- Process daily Inventory Requisitions and complete system transactions accurately.
- Prepare picking lists, transfer documents, and delivery notes for outgoing stock.
- Assist with receiving shipments by checking, sorting, labeling, and storing items in the correct bins.
- Coordinate and complete tasks related to bin storage, re-binning, and update the location in the software.
- Conduct weekly random stock counts and prepare related reports.
- Follow up on outstanding GRNs, overdue transfers, and stock discrepancies, and report matters to the relevant authority.
- Assist with annual stock count activities.

What We Offer:

- Fixed Salary + Incentive: Up to MVR 11,400.
- Comprehensive health insurance and staff discounts.
- On-the-job training and regular performance feedback.
- Career development and annual increments.
- A supportive and collaborative work environment.

DEADLINE: 10th September 2026

- 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.