



WE'RE HIRING!

Storekeeper

Cristallo Pvt Ltd is a leading provider of marine construction, heavy vehicles for rentals and retail, welding and engineering, hydraulic hose and parts manufacturing and support logistics, catering to a diverse range of industries including construction and infrastructure development. With a focus of delivering top tire products and exceptional customer service, we are committed to being at the forefront of the marine construction and heavy machinery rentals and retail industry.

Location:

Thilafushi, Maldives

Job Type:

Full-Time

Key Responsibilities:

Inventory Management:

- Maintain accurate records of stock levels, materials, and supplies.
- Conduct regular stock counts and ensure timely reordering of items.
- Track inventory usage and identify discrepancies or shortages.

Receiving and Dispatching Goods:

- Inspect and verify incoming shipments for accuracy and quality.
- Properly store materials and supplies in designated locations.
- Prepare and dispatch orders as per company requirements.

Documentation and Reporting:

- Maintain detailed logs of all inventory transactions.
- Generate and submit inventory reports to management.
- Ensure compliance with company policies and procedures regarding inventory handling.

Warehouse Organization:

- Keep the storage area clean, organized, and compliant with safety standards.
- Label and categorize items for easy identification and retrieval.
- Monitor and maintain equipment used for storage and handling.

Collaboration:

- Coordinate with procurement, logistics, and operations teams to fulfill supply chain requirements.
- Support audits and inspections of inventory.

Qualifications and Skills:

- **Education:** High school diploma or equivalent.
- **Experience:** At least 2 years of experience in storekeeping, inventory management, or a similar role.

Starting Salary:

MVR 8,000 (Negotiable)

Depending on qualification and experience



Qualifications and Skills:

- **Technical Skills:** Proficiency in inventory management software and Microsoft Office (Excel, Word etc).
- **Personal Attributes:** Strong organizational skills, attention to detail, and the ability to work in a fast-paced environment.
- **Language Skills:** Proficiency in English (written and spoken). Any other language is an added advantage.
- **Physical Fitness:** Ability to lift and move heavy items as needed.

What We Offer:

- Competitive salary based on experience.
- Accommodation and transportation to and from Thilafushi
- Opportunities for growth and career advancement.
- A supportive and collaborative work environment.

Interested Candidates please email your CV, Cover Letter, Certificates and necessary documents, ID card / Passport front, Police report and any other relevant documents including reference letters.

HR@cristallomaldives.com

Subject Line: Storekeeper Application – Cristallo Pvt Ltd

Note: Only shortlisted candidates will be contacted for an interview.

Starting Salary:
MVR 8,000 (Negotiable)
Depending on qualification and experience