



SIK YUEN LIMITED

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Mauritius. BRN: C07001411
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Job Description

Job Title Store Attendant

Reporting to Store Supervisor

Purpose Responsible for carrying out the logistics of receiving, processing, storing and sending inventory according to purchase orders and delivery schedules in a safe manner.

Principal Accountabilities

- Unload incoming deliveries per quality work instructions
- Fill requisitions, work orders, or request for product or other stock items and distribute in a timely manner per work instructions
- Unload incoming deliveries per quality work instructions
- Assemble orders from stock and places orders on pallets or shelves
- Receive and document merchandise for delivery or return
- Identify any missing, lost or damaged product and immediately notify the supervisor.
- Ensure that all the merchandise is safely and securely packed.
- Follow directions from Store Supervisor
- Verify quantities, record amount of product or items received or distributed and shortages and damages
- Convey product and items from receiving areas to storage
- Keep warehouse/product storage areas in order
- Perform other related duties as assigned by supervisor

Experience and Skills

- Secondary education
- Honesty and Integrity
- Good physical fitness
- Able to work closely with others;
- Understand written and oral direction and communicate effectively with others;
- Basic math ability
- Good organizational skills
- Able to follow directions and effectively perform the work
- Food handler's certificate