JOIN OUR

DGL SUPPLY CHAIN SOLUTIONS

TEAM

WE'RE HIRING

Inventory Controllers

Based in Muthurajawela, Sri Lanka

Employment Type: **Full-time**

We are seeking a detail-oriented Inventory Controller to manage stock records, monitor reorder points, reconcile discrepancies, and support inventory accuracy. This role is vital to ensuring smooth operations and supply chain efficiency.

Job Responsibilities:

- Design, develop, debug and maintain ETL/ELT solutions based in business requirements using existing ETL tools.
- Monitors and maintains current inventory levels; processes purchase orders as required, tracks deliveries, and investigates any related issues.
- Records purchases, updates databases, conducts physical inventory counts, and reconciles actual stock with system-generated reports.
- Receives, unpacks, and distributes goods; restocks items as necessary and ensures proper shelf labeling.
- Processes and documents product returns in accordance with established procedures.
- Performs routine clerical duties, including data entry, answering telephones, and assisting customers.
- May serve as a cashier and handle cash and related transactions when required.
- May lead, guide, and train staff, interns, or volunteers involved in inventory-related tasks; may assist in volunteer recruitment where applicable.
- Performs other job-related duties as assigned.

Additional Skills and Qualifications:

- GCE A/L
- 1–2 years' experience in inventory control or warehouse operations
- Proficient in MS Excel and inventory/ERP systems

dart GLOBAL LOGISTICS

Please inbox your CV together with names and contact details of two non-related referees to the email below, mentioning the position applied for in the subject line to **hr.cmb@dartglobal.com**