

Tool keeper

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Company: Gomeco group companies

Location: Valenzuela

Category: other-general

Job Description

Primarily responsible for issuing, receiving, monitoring and safe keeping of raw materials, hand tools, power tools and other equipment in workshop. keep track and inventory all tools. Monitor damaged and replaces existing tools.

Duties & Responsibilities:

In-charge of supplies, materials, and special service tool inventories.

Issuance of all supplies needed by each service technician through the MATERIALS & SUPPLIES REQUISITION SLIP for documentation.

In-charge of technicians supplied tools inventories.

Maintain a sufficient stock of supplies or materials necessary for service operations.

Requests for ordering of supplies or materials in coordination with the purchasing section.

Maintains cleanliness and orderliness in his designated place of work.

Performs other jobs as required by his immediate superior.

Job Types: Full-time, Fresh graduate

Benefits:

Company Christmas gift

Health insurance

Opportunities for promotion

Pay raise

Promotion to permanent employee

Schedule:

8 hour shift

Ability to commute/relocate Valenzuela City

Job Type: Full-time

Salary: Php15,860.00 - Php17,000.00 per month

Schedule:

8 hour shift

Supplemental pay types:

13th month salary

Overtime pay

Ability to Commute:

Valenzuela City (Required)

Ability to Relocate:

Valenzuela City: Relocate before starting work (Required)

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