

Position: Store Manager

Company Overview

VIE TEC Pvt. Ltd. is a leader in water technology and AV solutions in Nepal. We specialize in swimming pools, water features, AV systems, and insulation services, and proudly serve as the exclusive distributor of HILTI tools.

Why Join Vie Tec?

At **VIE TEC**, we believe in collective success. You don't get ahead by pushing others down—you grow by lifting the team up. There are no fixed slots here. No politics. You earn your place by showing ownership, attention to detail, and a hunger to learn.

This is not just a job—it's a growth opportunity. We're looking for team players ready to take ownership and grow with us.

Key Responsibilities:

- Ensure sufficient storage capacity, propose new locations, infrastructure, and manpower for godown/store operations.
- Receive consignments and documents; unload within 12 hrs; verify physically and generate GRNs; record receipts in the register and forward clearing docs to Accounts.
- Assign physical/system locations by item classification; label racks, bins, and pallets; monitor and correct placement deviations.
- Perform daily cycle counts (min. 10 items), report discrepancies with justification; facilitate full physical audits and resolve variances.
- Process orders from Sales, Showroom, and Service; prepare invoices and gate passes; ensure 100% pick-pack-dispatch accuracy; log dispatches timely.
- Submit weekly inbound/outbound summaries; maintain perpetual verification reports; file all transaction documents chronologically.
- Restrict unauthorized access; maintain visitor register; monitor facility systems and report issues; seal the godown at day's end.

Requirements:

- At least 3 years plus.. as In charge/ Ware House In charge
- Leadership quality, Good Communication skill, Excel skill, attention to detail, Time Management, Decision maker.
- License and Bike is required.
- Bachelors in BBS/BBA or related field

Benefits:

- Competitive salary 30k to 50k based on experience.
- Transportation & Mobile allowance provided as per company policy.
- Bike repair & Maintenance allowance as per company policy.
- Friendly and professional work environment.

HOW TO APPLY

Please send your resume to hr@vietec.co and mention the applied position name in the subject line.