

Admin / Stock Controller - Jewelry (Saudi Arabia)

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Company: Eram Talent

Location: Dubai

Category: healthcare-practitioners-and-technical

Eram Talent, a leading talent acquisition consultancy, is currently hiring for the position of Admin / Stock Controller - Jewelry. In this role, you will be responsible for overseeing the administrative tasks and inventory management for our prestigious jewelry client. Eram Talent has a proven track record of providing excellent recruitment solutions, and we are dedicated to matching top talent with leading companies in various industries.

If selected, the job location would be **Saudi Arabia**.

Responsibilities

Manage and maintain accurate inventory records for jewelry products

Oversee the ordering and receiving of new inventory

Coordinate with suppliers and vendors to ensure timely delivery of jewelry items

Perform regular audits and reconciliations to ensure inventory accuracy

Assist in the preparation of sales reports and analysis

Handle administrative tasks such as data entry, filing, and inventory documentation

Collaborate with sales and marketing teams to manage promotions and pricing

Ensure compliance with company policies and procedures

Provide exceptional customer service to clients and resolve any inventory-related issues

Requirements

Proven experience as an admin or stock controller in the jewelry industry

Knowledge of inventory management and control procedures

Proficient in MS Office, especially Excel

Strong attention to detail and accuracy

Excellent organizational and multitasking abilities

Effective communication and interpersonal skills

Ability to work independently and as part of a team

Flexibility to adapt to changing priorities and demands

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