

United Arab Emirates Jobs Expertini®

Customer Operations Officer

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Company: GMG

Location: Dubai

Category: other-general

Responsible for all Pre-season and in seasonal order process of all sports brands Manage assigned customer accounts Generate Season Orders Pro Forma and order details Order allocation/ de allocation for revisions and store split update based on customer or business demand Create booking orders and replenishment orders Track GRN/Bin/Inbound Stocks Send for order for packing based on payment confirmation, PO etc. Generate replenishment orders in system based on customer selection and prepare availability summary for order confirmation Manage PTL orders Generate available Pro Forma Invoice for payment and confirmation for packing Generate ASN details (Invoice, packing list, Implementation) Register for Country of origin in Chamber of commerce web site Provide details to Finance for LC documentation Collect Airway bill (AWB) and notify shipment dispatch Generate stock reports and assortments for replenishment orders Generate working sheet for discount approvals, return order collection Prepare and provide necessary details and advise for export shipment documentation based on customer shipping terms Generate and present regular reports on sales performance (availability, under packing, ready to go, released, sales tracking) Collaborate with other departments, such as Sales, Supply Chain, Finance, Shipping and Logistics to ensure alignment with overall business goals Other customer operation tasks associated

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