

United Arab Emirates Jobs Expertini®

Inventory Officer - Interior Fitout

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Company: Careers International

Location: dubai

Category: other-general

Monitor inventory levels and conduct regular stock counts to ensure accuracy and availability of materials. Coordinate with procurement team to replenish inventory as needed placing orders for materials and supplies in a timely manner. Utilize inventory management software to track inventory movement update records and generate reports. Process requests for materials from various departments or project sites ensuring accurate allocation and timely delivery. Prepare materials for distribution including packaging labelling and documentation as required. Maintain records of materials issued and monitor usage to identify trends and forecast future needs. Requirements Expertise in the Joinery and Fitout Industry materials Minimum of 5 years of relevant experience Familiarity with ERP systems Minimum of 2 years of experience in the UAE Proficient in English Expertise in the Joinery and Fitout Industry materials Minimum of 5 years of relevant experience Familiarity with ERP systems Minimum of 2 years of experience in the UAE Proficient in English

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