

Operations Associate Jobs in Dubai | DIOR Careers

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Company: Christian Dior Couture

Location: dubai

Category: other-general

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Description:

The Operations Associate is responsible for maintaining the store's inventory and stock areas as per Company standards, minimizing stock loss, maintaining organized records, ordering supplies, adhering to housekeeping standards, handling merchandise appropriately, controlling expenses, and safeguarding company assets by following proper inventory control procedures.

Job Responsibilities:

a-Ensure that all shipping and receiving functions that affect the store inventory are processed accurately and efficiently.

b-Transmitting all invoices for payment to Finance Department.

c-Support the compliance of receiving practices with established Company policies and standards, such as safekeeping of Company funds and property, personnel practices, security, and record-keeping procedures.

d-Help solve problems and make informed suggestions that affect the service, and productivity of the receiving area.

Job Requirements:

a-Bachelor's degree/Diploma in Business Administration.

b-Minimum of 2 years' experience in Administration or Secretary.

c-Ability to handle receiving operations effectively, including proper handling of

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