

## Product Registration Specialist Jobs in Dubai | Al Futtaim

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Company: Al Futtaim

Location: dubai

Category: other-general

1- Product Registration Specialist

Job: Full Time

Location: Dubai, UAE

Description:

To provide executive administrative support for TRU in a pro-active manner and with minimal supervision. The primary focus of this role is registering of all Toys products within the UAE & non UAE regions with the regulatory bodies of each region by providing the standard documentation in accordance with the requirement, approved by the principle.

Job Responsibilities:

Work closely with merchandising team to obtain full list of ordered lines for each season

Provide list of lines for which registration documentations are required on a shipment seasonal basis

To check the validity of the relevant certificate (Test report) at the first port of entry in the GCC common market.

Update & advise TRU on various documentation requirement for each region

Job Requirements:

Knowledge on MENA registration process

Good working experience on MS Office Applications, especially Outlook, Word, Excel and

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