

United Arab Emirates Jobs Expertini®

Receiving Associate

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Company: Gulf Marketing Group (GMG Group)

Location: Dubai

Category: other-general

About GMG:GMG is a global well-being company retailing, distributing and manufacturing a portfolio of leading international and home-grown brands across sport, food and health sectors. Its vision is to inspire people to win in ways that make the world better. Today, GMG's investments span across four key verticals: GMG Sports, GMG Food, GMG Health, and GMG Consumer Goods. Under the ownership and management of the Baker family, it has become a leading global company, affiliated with the world's most successful and respected brands in the well-being sector. Working across the Middle East, North Africa, and Asia, GMG has introduced more than 120 brands into its markets.

Job Summary:The jobholder will be responsible for the accurate and efficient receipt of merchandise into the retail store or warehouse. The Receiving Associate will play a crucial role in ensuring that all incoming shipments are processed in a timely manner, accurately recorded, and distributed to the appropriate departments or storage locations perform warehouse duties as per guidelines and procedures laid by the company.

Core Responsibilities:The individual ensures that correct invoices and Portable Data Terminal (PDT) are received by the encoder and conducts scanning of supplier barcodes accurately. They conduct blind checks to prevent discrepancies and shrinkage, along with manual checks for Local Purchase Order (LPO) items with fewer products than specified. Goods are meticulously checked for quantity, quality, and expiry as per product guidelines, with a log maintained, including Return to Supplier/Vendor Items (RTS/RTV). Shortages are identified and marked for supervisor approval. They implement brand guidelines and SOPs (Standard Operating Procedures) and participate in inventory and stock takes as needed. Additionally, they maintain an

excellent standard of self-hygiene, including proper and clean uniform/appearance.

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