

Retail Officer Jobs in Dubai UAE | Grandiose Supermarket

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Company: Grandiose Supermarket

Location: dubai

Category: other-general

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Description:

The Retail Officer will play a vital role in supporting the Retail Manager for all the retail stores across the Expo City Site.

Job Responsibilities:

Provide administration support to retail stores on-site

Support central admin in Procurement process

Keep records and track of stock orders for the retail stores and ensure delivery of products

Gather and provide the necessary information to complete an order including budget codes, material codes and delivery notes

Follow up on the approval of PR and creation of PO

Keep record of all the delivered items

Create barcodes for products to be displayed on the shelves and sold through retail stores

Prepare the paperwork related to stock and replenishment of products to be handed to Retail Staff

Support with the collation of all attendance sheets across all the retail stores to accurately capture time and attendance related to workforce contracts

Job Requirements:

Excellent data management and data entry skills, speed and accuracy

Ability to work towards tight deadlines

Strong written and oral communication skills

Good organizational and planning skills

Organizational skills

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