

United Arab Emirates Jobs Expertini®

Safe Incharge

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Company: Al Tayer Group

Location: Dubai

Category: healthcare-practitioners-and-technical

About Us

As a leader in luxury retail in the Middle East, Al Tayer Group's retail division, Al Tayer Insignia, hosts a portfolio of some of the world's best luxury brands in the fashion, jewellery, home and department store categories. Complementing its position in luxury retail, Al Tayer Insignia has also built new frontiers in lifestyle retail, representing leading brands in the Beauty, Home, Fashion and Hospitality sectors. Our brands include Bloomingdales, Harvey Nichols, Boucheron, Areej, Aveda and Armani to name just a few!

About The Role

You will be part of Boucheron Jewellery brand and play a vital role as Safe In charge (specialises in Jewellery) to keep the account of Jewellery, watches & accessories in the store and physically monitor the in & out movement of the articles from safe deposit and safe room for sales presentation purpose and uphold the security of the safes and articles therein.

What You'll Be Doing

Take full custody of stock received, log them into system, check for shortages and damages, if any and advise Store Manager to log claim with supplier, shipper, or Insurance. Tag all items with price tags.

Securely open and close the safe room. Regularly and carefully control the movement of articles for sales presentation and secure a copy of invoice as evidence when the item has been sold.

Continually check pending store transfer (STNs) to control movement of stocks and adherence to procedures.

Monitor stock adjustments and free of charge (FOCs) Monitor and check stock transfers to suppliers for returns.

Coordinate and monitor the stock movement of the goods between stores on the basis of the stock transfer advice.

Coordinate and monitor the stock movement of damaged items/ repairs of sold items and liaise with the repair technicians/ repair shop to ensure the articles are delivered and received appropriately.

Maintain proper documentation and records of goods received, sold, at upon approval of the Store Manager display in or outside the store etc. Post all invoices of the incoming shipments and goods purchased by the customers.

Provide adequate support to accounts/ audit personnel in performing stock take

Advise the Store Manager with information concerning stock levels.

Maintain cleanliness and order of stock inside the safe.

About You

You will need to have the following key skills to be successful:

Minimum high school qualification/or inventory management course or training

2 to 4 years' experience in managing inventory of high value items.

Excellent written and verbal communication skills

Good understanding of the luxury fashion industry

Highly organized with excellent time management skills

Strong Interpersonal skills and Team player

Attention to details.

Must be self-motivated and customer service oriented.

Computer literate

Additional Information

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