

## Stock Administrator Jobs in Dubai | Van Cleef & Arpels Jobs 2022

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Company: Van Cleef & Arpels

Location: Dubai

Category: business-and-financial-operations

1- Stock Administrator

Job: Full Time

Location: Dubai, UAE

Description:

As Stock Administrator, you will be working closely with the Boutique Management and the rest of the team and will be responsible for stock management and back-office set-up, controlling CS flows and repairs in their boutique.

Job Responsibilities:

You will manage the stock: Receives stock (physically & system) and transfers pieces, proceed with stock counts, handle special product requests for CP & know how to handle HJ pieces and follow-up pieces' movements within the boutique (CP, safe, etc.).

You will also contribute to document management (invoices, archives, mails, etc.), update price tags if needed, handle relationships with external third parties (energy & utility providers, intermediaries, etc.), and manage cash & bill procedures (POS, float, bank deposit, etc.).

On another hand, you will provide activity reports (reservation, consignment, stock, sales reconciliation, traffic, etc.), and follow-up & prepare omnichannel orders. You will also take over on digital tools topics when Deputy Boutique Manager is away, and ensure the back-office area is properly set up.

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