

Stock Controller | Sports Jobs in Dubai | GMG

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Company: GMG

Location: , Dubai, United Arab Emirates

Category: business-and-financial-operations

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Responsibilities:

Ensures that all inventory and stock management systems are maintained and updated accurately, and within the agreed parameters

Receives delivered supplies, materials, and equipment; confirms that delivered goods match purchase order specifications of quantity, condition, model number, etc.; completes all necessary paperwork for stock items received

Manages all stock movements in and out, and maintain complete log of all stock movement to ensure stocks are tallied with the transfer documents

Maintains stock levels within the agreed inventory parameters; scans stock received and delivered and highlight any discrepancy, to ensure stock movement is logged and properly controlled.

Maintains the storeroom and the allocation of space for stock; ensures the storeroom meets defined regulations

Supervises the implementation of health and safety procedures

Coordinates with Store operations staffs to identify and prepare damaged stock list to ensure the said stock is scanned, packed and sent to the warehouse after obtaining required approvals

Executes weekly cycle counts of inventory materials based upon system reports; assists in conducting complete physical inventory count annually

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