

Stock Coordinator

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Company: Apparel Group

Location: , , United Arab Emirates

Category: other-general

POSITION OBJECTIVE The position is responsible for receiving, inspecting, storing and issuing merchandise for use in the shop

Key Responsibilities - Receive merchandize and count it physically and electronically in order to ensure accuracy of information - Inspect the quality of the products and report the discrepancies to store manager / assistant store manager about damaged products - Classify and stock the products in the stock room as per the store procedures to ensure quick availability of the product - Tag the newly arrived stock and / or return the products as per the instruction of senior - Assist the sales staff in replenishing stocks on the shelves in order to ensure availability of products at all times - Ensure awareness and vigilance at all times of security in the store without any negligence - Ensure the highest standards of housekeeping standards - Flexible to work for extended hours during the Sale / Festival period - Must be physically fit and ability of heavy lifting - Record the inventory inward / outward and maintain the report of the same - Check for missing price tags and report the same - Ability to heavy lift and minimum of 10 kg weight - Assist during Stock Take processes

#J-18808-Ljbffr

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