

STOREKEEPER

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Company: Al Serh Al Kabeer Construction

Location: Al Ain

Category: healthcare-practitioners-and-technical

- Arrangement of the goods, ware house, equipment's, staff etc... as per the standard procedure
- Prepare a budget & responsible for inventory.
- Maintain proper stock levels of materials (minimum, maximum, average, danger, reorder level)
- Prepare the stock turnover ratio.
- Avoid the stores losses (normal, abnormal).
- Use the proper pricing methods for an issue of materials in to the production department.
- Maintain the good relationship with the suppliers.
- Ensure chemical and hazardous goods are stored separately as per MSDS (Material Safety data Sheet) and adhere to Safety policies while handling, storing and transporting these goods.
- Receive incoming materials, supplies, and equipment, checking for accuracy and quality.
- Inspect and verify received goods against purchase orders and delivery notes.
- Arrange materials and equipment in designated storage areas to ensure easy retrieval and prevent damage.
- Maintain accurate and up-to-date records of incoming and outgoing materials as per company's policy.
- Use computerized systems or manual logs to track inventory levels, item descriptions, quantities, and storage locations.
- Fulfil requests from various departments for materials and tools, ensuring accurate quantities

are issued.

- Perform regular inspections of stored materials to ensure they are properly stored and protected from environmental factors.
- Identify damaged or expired materials and initiate proper disposal or replacement processes.
- Prepare and maintain documentation related to material receipts, issues, and returns.

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