

Storekeeper

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Company: AccorHotel

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description

Manage incoming deliveries for the hotel and verifying and signing for shipments, unloading and storing the received items, and processing any returns.

Responsible for the receipt of goods, the delivery of supplies and equipment, and the inventory

Comparing purchase orders with invoices and packaging lists.

Inspecting deliveries to ensure they match order and invoice criteria.

Receiving and signing for deliveries.

Processing returns for incorrect or unsatisfactory items.

Organizing and storing received items in appropriate areas.

Updating inventory with received items.

Communicating with vendors regarding delays or problems.

Qualifications

Must be well presentable and professionally groomed at all times.

Good communication and customer contact skills; good problem resolution skills.

Basic F&B product knowledge.

Team player with strong interpersonal skills and attention to detail.

Proficiency in Microsoft Office, Excel, and other relevant tools.

Additional Information

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