

Storekeeper -FMCG

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Company: Careers International

Location: Dubai

Category: other-general

The Storekeeper plays a crucial role in maintaining efficient operations within the warehouse or store of a Fast-Moving Consumer Goods (FMCG) company. They are responsible for managing inventory, ensuring proper storage and handling of goods, and facilitating smooth inward and outward movement of products. The role requires attention to detail, organizational skills, and a commitment to maintaining a well-organized and tidy workspace.

Key Responsibilities:

- Inventory Management:** Maintain accurate records of inventory levels, including quantities, descriptions, and locations. Conduct regular stock counts and reconcile discrepancies between physical counts and system records. Monitor stock levels to anticipate future demand and avoid stockouts or overstock situations.
- Receiving and Dispatching:** Receive incoming shipments, verify contents against delivery notes or purchase orders, and inspect for damage or discrepancies. Ensure proper storage and handling of goods to prevent damage or deterioration. Prepare outgoing shipments, verify orders against delivery notes, and ensure accurate documentation for dispatch.
- Storage and Organization:** Arrange goods in the warehouse or store in a systematic and orderly manner, utilizing appropriate storage methods and equipment. Implement FIFO (First In, First Out) and FEFO (First Expired, First Out) principles to ensure product quality and minimize waste. Maintain cleanliness and tidiness in the warehouse or store, adhering to safety and hygiene standards.
- Documentation and Reporting:** Maintain detailed records of all incoming and outgoing goods, including invoices, packing slips, and delivery notes. Generate reports on inventory levels, stock movements, and other relevant metrics as required by management. Communicate any inventory-related issues or concerns to the appropriate stakeholders.

Collaboration and Communication: Coordinate with other departments, such as procurement, sales, and logistics, to fulfill orders and resolve any discrepancies or issues. Communicate effectively with suppliers, carriers, and internal teams to ensure timely and accurate receipt and delivery of goods. Participate in regular meetings and provide input on process improvements and efficiency enhancements. Qualifications and Skills: High school diploma or equivalent; additional education or certification in logistics or supply chain management is a plus. Proven experience working in a warehouse or store environment, preferably in the FMCG industry. Proficiency in inventory management software or ERP systems, with the ability to quickly learn new software tools. Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks effectively. Excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment.

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