

United Arab Emirates Jobs Expertini®

Storekeeper

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Company: Doubletree by Hilton

Location: Ras Al-Khaimah

Category: healthcare-practitioners-and-technical

A Storekeeper will manage the goods and deliveries moving in and out of the hotel and will ensure that these deliveries reach the appropriate destinations and logged according to the company's purchasing and procurement standards.

What will I be doing?

As Storekeeper, you will manage the goods and deliveries moving in and out of the hotel and will ensure that these deliveries reach the appropriate destinations and logged according to Hilton's purchasing and procurement standards. Specifically, you will be responsible for performing the following tasks to the highest standards:

Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area

Keep accurate recordings of all incoming and outgoing goods

Identify slow moving items to avoid over purchasing

Place orders through online procurement system

Maintain exclusive control over central stores of the hotel with respect to issue releases, control over deliveries and hotel stock counts

Adhere to all Health and Safety procedures particularly relating to food and beverage items

Assist and support Team Members, Managers and the wider Food and Beverage Department in a team environment

Offer excellent customer service to customers and Guests

What are we looking for?

A Storekeeper serving Hilton brands is always working on behalf of our Guests and working with other Team Members. To successfully fill this role, you should maintain the attitude, behaviours, skills, and values that follow:

Positive attitude and good communication skills

Committed to delivering a high level of customer service

Excellent grooming standards

Flexibility to respond to a range of different work situations

Ability to work on your own or as part of a team

It would be advantageous in this position for you to demonstrate the following capabilities and distinctions:

Previous store management experience with stock control responsibility

Relevant degree, in Management/Finance or related business discipline, from an academic institution

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