

Stores Section Head

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Company: Archirodon Construction

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Description

We are constantly growing and are currently looking for **Sections Head** to join a top qualified and knowledgeable team in one of our project operations in Abu Dhabi, UAE. Would you like to be part of a dynamic EPC leader with global presence We'd like to meet you. Join our worldwide journey. Build on something that matters!

What you will need to do:

Manages the team of storekeepers and monitors all the activities in the most proper manner by following all the procedures described in stores operations manual.

Ensures that Q.A. / Q.C. personnel (whenever necessary) approve, and section head accepts and signs the delivery notes and / or invoices prior to stamping and receiving items purchased from market.

Avoids delays in clearance of cash invoices and issuance of stock items to the maximum extent.

Supervises follow-up of HSE rules and regulations and takes all the necessary precautions while loading and unloading items in stores.

Distribution of jobs equally to all the storekeepers under him.

Ensures that Back-up of System is scheduled on a daily basis.

Ensures that stock items are located on shelves or in yard, in an organized and

systematic layout, and maintained as per company's and manufacturer's recommendations and updated with all the location numbers accordingly.

Processes all the documents enabling timely monthly closing of store books and distribution of reports to the management and all the sections of the site.

Supervises smooth operation of Physical Inventory during November every year and submits Variance Lists with justified explanation to the management.

Performs any other related duties as assigned.

What you will need to have:

BSc. in any relevant discipline

At least 10 years related experience.

O& G experience

Computer literate

Previous experience in Construction in Oil and Gas Industry

Proficient in English language.

Has excellent organizational skills

ERP/MRP, warehouse management and logistics systems experience

You are someone who:

Strong Leadership and communication skills

Ability to manage in a highly dynamic work environment

Proven strategic planning skills

Has excellent organizational skills

What's in it for you:

Expat package is on the shelf, yet the real joy comes from being a member of smart and passionate teams, within an international leading EPC Group on a mission that matters.

We create mega construction projects - literally around the globe - with meaningful impact on the local communities for the years to come. At Archirodon, you will find a proud, productive and human-centric culture, caring for and building on our people and their development!

Please note that you will be contacted only in case you are shortlisted for an interview. In the meantime, do not hesitate to stay in touch and keep monitoring our and our page! Rest assured that your application will be treated with strict confidentiality and under all applicable data privacy regulations.

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