

Team Leader Jobs In Dubai | Sharaf DG Energy

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Company: Sharaf DG Energy

Location: Dubai

Category: architecture-and-engineering

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Supervise the inventory activities to ensure correct receipt, issues, and recording of merchandise in the ERP in order to maintain accurate inventory processes and reduce any stock variation.

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Responsibilities

Monitor availability of stocks as per the company laid down policies and report any anomalies

Plan and supervise the stock room planogram

Ensure timely and accurate updating of computerized inventory control system

Supervise LTI scheduling and deliveries for various departments within the store

Motivate and lead the team to ensure compliance with departmental SOPs and service quality levels

Ensure that LTI, PRET and LD transactions are confirmed on ERP and POS systems

Maintain stock as per required physical conditions to avoid deterioration and loss

Conduct perpetual inventory and annual stock taking to ensure adequate inventory control

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Requirement

Contact suppliers to obtain information regarding delivery status of orders or special orders placed by department

Check staff's grooming/discipline and punctuality

Adherence to the checklists and processes (staff discount policy, store opening/closing etc)

Performance Management and Team Management of Inventory (regular one on one's , Annual Appraisal, Rostering etc)

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