

Warehouse Specialist Logistics Jobs in Dubai UAE | Santaf Holdings

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Company: Santaf Holdings

Location: dubai

Category: other-general

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Description: Maintain all documentation/records of Store and Deliveries

Properly input received material into computer system (Navision) for inventory records.

Use Company's inventory control system to check orders against original purchase documents and ensure that shipment contents are double-checked for accuracy.

Prepare Delivery Notes for Hardware for approved delivery to dispatch.

Prepare Delivery Notes for doors and leaves as per approved delivery to dispatch.

Post in Navision

Update all report in the system such as Daily Delivery Report, Finished Goods Report, and Client

Summary Report on a daily basis Requirements: Any bachelor degree

2-year experience in the same field

Knowledge of general warehouse layout, item identification, warehouse procedures, and storage areas in order to pull stock and materials in accordance with standard procedures.

Ability to prepare and complete forms relating to stock description, quantity, unit of measure, and labeling for incoming and outgoing supplies, materials, and equipment.

Working knowledge of computerized inventory control system. Working knowledge in MS Word, Excel or similar computer software systems. #J-18808-Ljbffr

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