

Stock Coordinator

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Company: Apparel Group

Location: Bahrain

Category: transportation-and-material-moving

POSITION OBJECTIVE The position is responsible for receiving, inspecting, storing and issuing merchandise for use in the shop

Key Responsibilities

- Receive merchandize and count it physically and electronically in order to ensure accuracy of information
- Inspect the quality of the products and report the discrepancies to store manager / assistant store manager about damaged products
- Classify and stock the products in the stock room as per the store procedures to ensure quick availability of the product
- Tag the newly arrived stock and / or return the products as per the instruction of senior
- Assist the sales staff in replenishing stocks on the shelves in order to ensure availability of products at all times
- Ensure awareness and vigilance at all times of security in the store without any negligence
- Ensure the highest standards of housekeeping standards
- Flexible to work for extended hours during the Sale / Festival period
- Must be physically fit and ability of heavy lifting
- Record the inventory inward / outward and maintain the report of the same
- Check for missing price tags and report the same
- Ability to heavy lift and minimum of 10 kg weight
- Assist during Stock Take processes

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