

## Stock Coordinator

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Company: Tanqeeb

Location: Bahrain

Category: transportation-and-material-moving

### Job Description

**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

## **About Us**

“Apparel Group is a global fashion and lifestyle retail conglomerate residing at the crossroads of the modern economy – Dubai, United Arab Emirates. Today, the Apparel Group caters to thousands of eager shoppers through its more than + stores and 75+ brands across all platforms employing 17, multicultural staff covering four continents.

Apparel group has carved its strong presence not only in the UAE, Kuwait, Bahrain, Oman, and Saudi Arabia but opened thriving gateways to market in India, South Africa, Singapore, Indonesia, Thailand and Malaysia. Additionally, clear strategies are in place to enter emerging markets such as Hungary, Pakistan, Egypt and Philippines. Also, Apparel Group provides customers the experience of shopping from the comfort of their own home with ease and convenience via our E-Commerce site

Apparel Group Operates Brands from around the world, originating from USA, Canada, Europe, Australia, Asia and include leading names in Fashion, Footwear & Lifestyle such as Tommy Hilfiger, Charles & Keith, Skechers, Aldo, Nine West, Aeropostale, Jamie’s Italian to name a few and other key brands include Tim Hortons, Cold Stone Creamery, Inglot, Rituals etc..

The Apparel Group owes its amazing growth to the vision and guidance of its dynamic Chairman, Nilesh Ved, who has taken the company from strength to strength since its inception in the last two decades.”

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