

## Manager Warehouse

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Company: Penta Ocean Construction Company

Location: Al A madī

Category: construction-and-extraction

**RESPONSIBILITIES** Assisting and supporting the warehouse team with daily activities. Be the point of contact between the warehouse team and management. Supervising warehouse staff and daily activities. Managing, evaluating, and reporting on warehouse productivity. Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.

Ordering supplies and maintaining suitable inventory levels. Checking orders, bills, items received, inventory, and deliveries for accuracy. Maintaining records, reporting relevant information, and preparing any necessary documentation. Ensuring maintenance standards and compliance with health and safety regulations. Performing a daily inspection of the warehouse grounds. Coordinating and maintaining fleets and equipment. Communicating and coordinating with other departments and customers. **PROFIL BEHAVIORS FOR SUCCESS** Strong working knowledge of warehouse operations and management. (Infolog is a plus) Strong communication and interpersonal skills. Proficiency in Microsoft Office and data entry software WMS. Problem-solving skills.

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