

Stockroom Assistant - Kuwait

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Company: Al Tayer Group

Location: Kuwait

Category: transportation-and-material-moving

Description

- External Candidate

Job Purpose

To provide attentive assistance to the store, ensuring that all items are stored properly in the stock room in an easy to access manner, as well as receiving deliveries of stock to the relevant floor

Functional Roles and Responsibilities

- Receive the items from the loading bay and take to relevant stock room
- Ensure that all the items have the correct barcode and security tag
- Sign the delivery slip after checking the items, then file by brand and date
- Prepare the items for display by assisting Commercial Merchandisers and Sales Consultants to get the stock onto the shop floor in a timely manner
- Inform Manager of the deliveries received and report damages / losses
- Merchandise the tills with POS material daily – shopping bags, credit card slip holders, and clear the used security tags from the tills
- Complete the Delivery Concern Report – if items don't have a barcode, security tag or is damaged this goes to the Managers and the stock is sent back to the warehouse
- Ensure all housekeeping, safety, security and healthcare measures are followed inside the store to avoid any accidents
- Ensure that the stock room is always arranged in an easily accessible manner

Requirements

Education/Certification and Continued Education

- High school qualification

Years of Experience

- 1 - 2 years of experience in a similar field Knowledge and Skills
- Team player
- Can work efficiently under pressure
- Highly organized with attention to detail

Additional Information

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