

| <b>JOB DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |
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| <b>POSITION TITLE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>INVENTORY SPECIALIST</b> |
| <b>MAIN PURPOSE OF THE POSITION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |
| <ul style="list-style-type: none"> <li>• Responsible for stocks movement in and out of the depot.</li> <li>• Control of stocks movement using an ERP system.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |
| <b>ROLES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |
| <b>EDUCATION</b> <ul style="list-style-type: none"> <li>➤ Ensure that stocks are well organized in the warehouse.</li> <li>➤ Confirm quality and quantity status of stocks received.</li> <li>➤ Communicate on products status to the relevant personnel.</li> <li>➤ Timely and accurately undertake stock purchases for products from suppliers.</li> <li>➤ Present invoices for stocks purchase and customer return processes.</li> <li>➤ Oversee and coordinate stocks loading and confirmation sales representatives.</li> <li>➤ Ensure timely and accurate loading of stocks in the dispatch trucks</li> <li>➤ Ensure availability of standard stocks through timely and accurate ordering processes.</li> <li>➤ Coordinate with the ordering team to ensure optimum ordering.</li> <li>➤ Confirm purchases of products upon receipt from suppliers.</li> <li>➤ Communicate on products status to the relevant personnel.</li> <li>➤ Timely and accurately undertake stock purchases for products.</li> <li>➤ Undertake accurate and timely supplier returns when needed.</li> <li>➤ Confirm stocks requests of stocks leaving the depot according to loading sheets</li> <li>➤ Perform accurate and timely stocks reconciliation every morning and evening after a day sales.</li> <li>➤ Ensure all day sales are issued through the organization's ERP system</li> <li>➤ Accurately ensure all orders are processed to the customers as in the receipts.</li> <li>➤ Maintain accurate records of stocks going out of the depot</li> <li>➤ Ensure no suppliers leave the workplace without signed delivery notes and receipts.</li> <li>➤ Conduct and coordinate daily stock takes.</li> <li>➤ Prepare and share daily reports on stocks status.</li> <li>➤ Prepare and share reports on sales performance.</li> <li>➤ Participate in developing workplace rules and safety regulations.</li> </ul> |                             |
| <b>DESIRED QUALIFICATION AND EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |
| <b>EDUCATION</b> <ul style="list-style-type: none"> <li>• BA in Supply and Management/ Information technology related course.</li> <li>• Computer savvy.</li> <li>• Proficiency in using Microsoft tools.</li> <li>• Good reports preparation skills.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |

- 2-3 years in busy working environment.

## KNOWLEDGE, SKILLS AND ABILITIES

### SKILLS

- Strong planning and organizational skills
- Great communication skills and team player
- Time management skills
- Problem solving aptitude
- Good understanding of inventory related operations.
- Ability to work with minimal supervision
- Business driven

## KEY PERFORMANCE

| KEY RESULT AREA                |                                            |
|--------------------------------|--------------------------------------------|
| Overall Operations performance | Accurate and timely ordering.              |
| General stocks management      | Stocks Management.                         |
| Role responsibilities          | Inventory management and movement          |
|                                | Zero stocks variances                      |
|                                | Reports preparation and sharing            |
|                                | Accountability of company assets.          |
|                                | Timely stocks reconciliation.              |
|                                | Monthly insights on best-selling products. |