

## Stock Controller (EMAAR AVM)

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Company: Michael Page

Location: İstanbul

Category: other-general

- Ensure that stock areas are kept safe, clean and tidy at all times,
- Take full responsibility for maintaining the stock system (including accurately processing deliveries, returns, transfers, special movements, damaged items, stolen items and loan items). Ensure Store Manager's approval is obtained where required,
- Ensure that Cegid reporting is accurate and reported within the deadline set by Head Office,
- Work closely with the IT Administrator at Head Office to assist in improving the Cegid system and the proscribed store processes for the administration of stock,
- Maintain and develop an in-depth product knowledge of all departments,
- Develop and maintain, good and constant communication with your line manager and/or Store Manager,
- Participate in training others, at the request of the Store Manager, on best practise of stock control and till procedures which affect the accuracy of the Cegid sales and stock data,
- Arrive in good time each day, to accommodate deliveries as well as spot checks when required.

Array

- Organised, flexible and reliable,
- Excellent communication skills in both Turkish & English,
- Good IT Skills: CEGID, Microsoft Office, Windows etc,
- Good team player with capacity to work autonomously,
- Professional with ability to work efficiently and accurately under pressure.

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