



Job Title	Store Keeper
Report to Manager	Store & Purchasing Manager
Role Purpose	Plans, organizes, and implements inventory operations and procedures for raw materials, machine spare parts and general stationery items in an ERP environment.

Working Relationships work closely with the all department members

Duties and responsibilities

- Reviews daily inventory activity; maintains accurate inventory master files, manufacturer and item numbers, minimums and material descriptions.
- Maintains adequate levels of inventory stock of all critical spare parts for each machines
- Prepares re-order reports with quantities required for inventory stock and forwards to Purchase department for ordering.
- Supervises Physical Inventory Count. Provides proper accounting for year-end stock taking and proper accounting to General Ledger.
- Reviews Delivery records, monitor GRN, file until invoice is received.
- Reconciles invoices with correct GRN, then forwards both to accounts for payments.
- Work closely with Purchase department and vendor for quick delivery and services
- Issues supplies, materials and equipment to required department employees.
- Receives delivered supplies, materials and equipment from suppliers as well as re-stocks and inspects items returned into inventory.
- Organizes and maintains storage and inventory areas for efficient material storage and handling, including labelling/tagging, stocking and organizing stock items on shelving.
- Works closely with maintenance and production department to understand various requirements of parts and consumables.
- Organize the spare parts inventory / stock storage and re-order procedures.

Health and safety

- Take reasonable care to look after their own health and safety
- safeguard the health and safety of other people affected by their work
- co-operate with their employer's health and safety procedures
- use tools and other equipment properly, according to relevant safety instructions and any training they have been given
- not misuse equipment provided for their health and safety

Qualification

- Graduate in any field or Diploma in Mechanical Engineering or equivalent with Diploma in Material Management.
- 5-8 years' experience handling procurement, purchasing, and inventory, preferably in a large Manufacturing organization

Key Skills

- Ability to read and understand the technical specifications and drawings for the electrical equipment, prior experience in organizing the maintenance and repair of electrical faults.
 - Materials Management process, Inventory management, store keeping.
 - Practical knowledge in using Word and Excel, use of Outlook, Should have worked in any ERP – Oracle MM module.

For interested candidates Please send your resumes to HR@arabpack.com – with the subject line mentioning the role that you wish to apply