

Store Officer - Mainland

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Company: Fuzu

Location: Nigeria

Category: transportation-and-material-moving

Job Summary

Contract Type:

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Required Experience / Qualifications

B.Sc / HND in Finance, Accounting, Business Administration, Social Sciences or any other related field.

Minimum of 3 years' experience in a similar role

Responsibilities

Liase With The Branch Manager To Raise Requisition For Stock From Warehouse

On Receipt Of Stock, Physical Confirmation Of The Stock To Tally With Central Warehouse Waybill And Lto (Location Transfer Out)

Register Goods Received Into Goods Receipt Register Indicating W/Bill & Lto Numbers

Register Stock Supplied To Customer Into The Stock Issue Out Register

Daily Manual Update Of Bin Cards For All Stock Movements In/Out

Reconcile Monthly Central Warehouse Confirmation With Goods Receipt Register

Daily/Weekly/ Monthly Stock Count And Reconciliation

Keep And Update the Register Upon Receipt Of Repaired Items (For Faulty Items Sent To

The Service Centre For Repairs

Maintenance Of The Following Manual Registers (Goods Returned To Cwh With Lto And Lti Recorded & Interbranch Supply)

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