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About this job

Job description

Job Purpose:

To ensure the smooth operation of processes by completing the stock planning and supply activities to agreed standards and deadlines.

- Creating pre-season demand plans and purchase orders.
- Liaising with Central Data and Buying teams to maintain data integrity.
- Sourcing out & proactively managing suppliers and working with distribution to ensure smooth running of supply activities.
- Correct classification of products.
- Maintaining product and supplier catalogues.
- Track sales, profit, inventory on daily basis and approach category management with remedial measures and follow up with showroom management for immediate execution of strategies.

Desired Skills and Experience

- High level of verbal and written communication skills in both English and Arabic.
- High interest in consumer Electronics, keeping abreast with latest trends and styles.
- Organized and self motivated with the ability to work independently and as part of a team.
- Excellent PC, communication, interpersonal and analytical skills.

