



Store Officer

Amara Singapore

Date Posted: 04 January 2017

Apply By: 03 February 2017

Department: Accounts

Employment Type: Full Time

Job Summary

Manage the overall store logistics.
Stock taking of goods received and goods issuance.

Responsibilities

1. Checking of Daily Market List against goods received in terms of quantity, quality and pricing
2. Key in daily invoices to computer
3. Issuing goods to all outlets
4. Check par stock for store items
5. Check expiry date of canned items
6. Replenishment of store stock through raising purchase request

Requirements

1. Perform tasks independently or with minimum supervision.
2. Good communication and interpersonal skills.
3. Pleasant personality.
4. Good supervisory skills.
5. Strong team player, whilst still having the ability to work independently.
6. Ability to multi-task

Qualification & Experience

1. Minimum equivalent of GCE 'O' level
2. Preferably 2 years working experience in store environment

Special Requirements

1. Willingness to work half day on Saturday
2. Working knowledge of Stock Control System

Interested applicants may email their resume to career.sg@amarahotels.com