



## Job Description

<b>Job Title</b>	Sorting and Souk El Khlanj Manager
<b>Reporting to</b>	Country Manager in Jordan office and Operations Manager at HQ
<b>Location</b>	Muqabalein, Amman - Jordan
<b>Working days</b>	5 days a week ( Sunday - Thursday ) from 10:00 am to 6:00 pm

## Work Relations and Reporting Process

- Work closely with the warehouse team on daily tasks, report to the country manager, ensure daily work coordination, and ensure a high level of inventory accuracy.
- Supervises all activities at the Souk El Khlanj stores, which often involves overseeing team performance, expediting the transfer of goods, merchandising, and ensuring high level of customer service.

## Duties and Responsibilities

- Oversee and supervise Souk El Khlanj client's relationship and selling process.
- Manage and follow up on the day-to-day operations of Souk El Khlanj the sorting facility.
- Coordinate the replenishment of supplies, and clothes at the shops.
- Follow up on Souk El Khlanj and warehouse team attendance as well as opening and closing hours.
- Oversee Souk El Khlanj visual merchandising and recommend changes if needed.
- Follow up on Souk El Khlanj sales target and implement bonus and incentive schemes.
- Coordinate with HR on training topics for team development.
- Coordinating with the operations manager to develop efficient and effective sorting and data entry mechanisms.
- Oversee Inventory control, checkups and counts at the warehouse and Souk El Khlanj branches.
- Scout for new shop locations, manage landlord relations and coordinate the renovation and maintenance of souk El Khlanj branches.
- Ensure that the warehouse and system data are in compliance.
- Create reports when needed for Donors or Country Manager regarding inventory, clothes received, and sales.
- Manage and support the warehouse and souk El Khlanj team emotionally and technically.
- Organize regular site visits to all Souk El Khlanj stores.
- Streamline the sorting and replenishment process to reach maximum efficiency.
- Additional duties as needed



## Qualifications and Requirements

- **Experience:** 5+ years warehouse management experience (preferable in retail)
- **Languages:** Outstanding Arabic and English communication skills, both written and verbal.
- **IT Skills:** Proficient computer skills. (Excel / word)
- **Characteristics:**
  - Excellent understanding of warehouse management procedures.
  - Proficient knowledge of inventory and inventory controls.
  - Valid drivers' license.
  - Outstanding leadership, organizational, multitasking, and problem-solving skills.
  - Inventory control, documentation skills, data entry skills
  - Available to work extended hours.
  - Extensive knowledge of retail and merchandising
  - Compassionate leadership capacity

## Confidentiality

All documents are confidential and should not be shared with a third party without the consent of the General Manager and Country Manager approval. Thus, the warehouse is also responsible for ensuring internal control and non-compliance will result in direct dismissal.

## Job Application

Interested candidates are asked to send an updated CV and a cover letter expressing their interest and qualifications to Ms. Jana Oueini the HR Manager at the following email address: [jana@fabricaid.me](mailto:jana@fabricaid.me)  
Please mention the position title in the subject of your email.