



Job Description

Job Title	Stock Keeper
Reporting to	Brand Manager
Location	FabricAID Warehouse - Mkales, Lebanon
Working days	5 days a week

Work Relations and Reporting Process

- Work closely with Souk Khalanj team on daily tasks, report to the brand manager, ensure daily work coordination, and ensure a high level of inventory accuracy.

Duties and Responsibilities

- Keeping a record and maintaining cycle counts of the entire inventory in the store.
- Receiving and verifying the inventory with the purchase order listings.
- Reporting loss, damage and any such discrepancies to the supervising authorities.
- Sorting all goods and stacking them appropriately.
- Assisting in the labeling, tagging and packaging of the goods.
- Maintaining proper documentation processed for the receipt of the goods and supplies.
- Ensuring the timely dispatch of the goods to the appropriate destinations.
- Maintaining cleanliness and order in the workplace, and complying with all safety norms while carrying out work functions.

Qualifications and Requirements

- **Experience:** 2 – 3 years of experience in a warehouse facility or a storehouse.
- **Languages:** 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.
 - Inventory control, documentation skills, data entry skills
 - Available to work extended hours.
 - Extensive knowledge of retail and merchandising



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**
Please mention the position title in the subject of your email.