

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV374

Company Name: **TRANSCO**

Company Type: Semi government



Job Position/Title:	Inventory officer	Academic Major:	Supply Chain Management & Logistics
Salary Range:	35,000-40,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	The principal responsibilities of the Inventory Officer are to: • Review and update stock catalogue. • Raise item modification requests (IMRs) to change the specification or information of items. • Submit IMRs to Lead Inventory Engineer for acceptance or rejection. • Raise item amendment requests (IARs) for internal catalogue. • Monitor stock levels in the store and raise purchase orders (POs) to maintain stock levels as necessary. • Review departmental purchase requests (PRs) and check stock availability. • Suggest alternative items as necessary. • Maintain equipment wise list of spares. • Maintain a link between all stores and available items. • Raise item creation log (ICL) to add surplus stock post project completion. • Conduct regular stocktaking and store audit. • Raise annual report to Lead Inventory Engineer. • Identify slow, non-moving and obsolete stock. • Carry out data cleansing and updating.		
Minimum Qualifications:	• Bachelor Degree. • Computer skills, ICDL, English language IELTS 6		
No. of Positions Required:	1		
Job Close Date:	20 Jun-2013		

To Apply, UAEU Graduates/Alumni should send their CVs to:

yaserm@transco.ae

