

Inventory Replenishment Clerk

Do you have an eye for detail and love keeping things organized? Are you the kind of person who finds satisfaction in making sure everything is just where it needs to be? If so, we've got a role that might be perfect for you! City Pharmacy is on the lookout for an Inventory Replenishment Clerk to join our Finance & Administration Department. You'll be the hero behind the scenes, ensuring our stores are always stocked just right - never too much, never too little - so our customers can always find what they need. We want to hear from you!

Responsibilities:

- Manage stock resupply and maintain accurate inventory levels.
- Analyse sales data to forecast demand and recommend stock adjustments.
- Coordinate with various teams to ensure smooth stock replenishment.
- Maintain up-to-date purchase records and track inventory movements.
- Assist shops with product location and inventory inquiries, while reviewing manual orders to address discrepancies.

The ideal candidate for this role should possess the following qualifications and attributes:

- Diploma in a relevant field with experience in the FMCG industry, preferably in a warehouse or retail setting.
- Hands-on experience in inventory management, stock control, and data entry, and proficiency in Microsoft Excel and Word.
- Ability to analyse inventory data, identify trends, and forecast demand and ensures accuracy in inventory management, replenishment, and order processing.
- Knowledge of Microsoft Office, Pronto, and other relevant retail software and must be skilled in managing stock levels and maintaining accurate records.
- Strong communication skills to coordinate with departments and resolve issues efficiently.

If you have the skills and key requirements as listed, please send a brief cover letter addressing your relevant experience with your updated CV. Only short-listed candidates will be contacted for an interview.

All applicants should apply by email only with Position Vacant - Inventory Replenishment Clerk in the subject line to:

The Coordinator - People & Culture
CPL Group, PO Box 1663, Port Moresby, National Capital District,
E-mail: careers@cpl.com.pg

Applications close 5:00pm on 11 October 2024.

OUR BRANDS