

Inventory Controller

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Company: Collabrain

Location: , , Pakistan

Category: business-and-financial-operations

Job DescriptionWe are looking for an organized and detail-oriented Inventory Controller to manage all of the operations in our storeroom. In this position, you'll play a key role in the proper care and maintenance of our stock, including ordering, receiving, and managing inventory.**Office Location :** Port Qasim**Employee Resident of:**Gulshan-e-

Hadeed(Preferred)Steel Town(Preferred)Bhains

ColonyQuaidabadLandhiKorangiMaliretc**Responsibilities:**Very Much Familiar with any Computer Inventory Management Software.Monitors and maintains current inventory levels, tracks orders and investigates problems.Records purchases/selling, maintains database, performs physical count of inventory, and reconciles actual stock count with software generated reports.Labeling of shelves.Processes invoices for payment.Processes and documents returned / warranty claim items as required following established procedures.Performs routine clerical duties, including data entry, answering telephones etc.**Required Skills**Working Hours: MORNING SHIFT**Qualification Required:**

ACCOUNTING & FINANCE

#J-18808-Ljbffr

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