

## Inventory Manager

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Company: Liberty Books Pvt Ltd.

Location: Saddar Town

Category: other-general

Inventory Manager Liberty Books Pvt Ltd., Pakistan- Control & record warehouse transactions, make reconciliation on weekly/monthly basis, submit needed reports and examine and inspect stock items for wear or defects, and reporting any damage to authority.2- Ensures shipping, receiving, storage, and distribution are performed in an efficient manner.3- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.4- Retains and reviews warehouse documents and reports.5- Determines appropriate places for storage.6- Compile, review, and maintain data from contracts, purchase orders, requisitions, and other documents in order to assess supply needs.7- Develop precautions to secure warehouse contents against loss.8- Keep records on the use and/or damage of stock or stock handling equipment.9- Determine sequence and release of back orders according to stock availability.10- Issue or distribute materials, parts, and stationery and others to customers or coworkers, based on information from incoming requisitions.11. Set re-order level and control over/less stocking and its continuous monitoring and reporting.12. Control working capital due to overstocking.13- Other duties as assigned by the authority. Job Specification Good knowledge of inventory control and warehousing procedures2- Good Knowledge of Report Writing and information presentation3- Ability to manage an inventory system4- Good command over English/Urdu.5- Good command over computer/MS office. Information Technology and Services - Karachi, Pakistan

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