



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Supply Chain (IT System, Project & Logistic Operations)

Position Title: Operator - Inventory Control

Jobs Description:

- This position will responsible for inventory replenishment to ensure operational effectiveness
- To perform daily inventory improvement process & inventory replenishment plan
- Measuring the inventory par / stock holding level
- Undertake other ad hoc assignments or duties as assigned by his/her manager
- Others-exception handling

Jobs Requirement:

- Secondary/High school graduated or above
- Minimum 1 year related working experience is preferable
- Knowledge of inventory and purchasing procedures and techniques
- General PC knowledge of MS office, including Chinese and English input
- Good interpersonal communication and telephone handling skills
- Good command of spoken & written Chinese (Cantonese & Mandarin) & simple English
- Able to work independently and manage multiple tasks

Interested Parties, please apply via:

- Email the detailed resume to careers@sjmresorts.com
- Hotline 89820288 / 82970987/ 82970943



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部門單位： 供應鏈 (資訊科技系統, 項目及物流營運)

職位名稱： 操作員 - 庫存管控

職位內容：

- 該職位負責按照澳博旗下庫存控制主管的指示補充庫存
- 執行每日庫存改善之流程及庫存補充計劃
- 測量庫存面值/庫存量
- 處理經理臨時分配的任務或工作
- 其他 - 異常事務處理

職位要求：

- 高中畢業或以上程度
- 具 1 年相關工作經驗優先
- 了解庫存和採購程序和技術
- 懂電腦及中英文電腦輸入
- 良好的人際交往技巧，及處理來電技巧
- 具良好中文口語表達及寫作能力(廣東話及普通話) 及簡易英語
- 能夠獨立工作並處理多項任務

有興趣應徵者，可透過以下方式申請：

- 電郵簡歷到 careers@sjmresorts.com
- 致電人才招募專線 89820288 / 82970987 / 82970943