

STOCK COORDINATOR

MAIN PURPOSE

The Stock Coordinator is responsible for stock management and perform daily housekeeping of inventory in the back of house and on the sales floor.

KEY RESPONSIBILITIES

- Maintain both delivery and stockroom standards to the highest level at all times
- Ensure the stock handling is in line with all compliance procedures and rules
- Manage spot check, the reconciliation of daily stock count, monthly stock take, cycle count and annual count
- Ensure the daily protection, correct manipulation of pieces / control stock quality and correct packing of each piece
- Provide an efficient service to all sales associates including but not limited to preparation of products and advising on stock availability
- Ensure that all stock zones are clearly marked and tidy

1) Finished Goods Management

- Ensure all movements are processed timely and correctly, including but not limited to stock reception, transfer, consignment, reservation, and all back of house activities
- Control the quality of all stock transfers (reception and departure)
- Prepare pieces for display. Manage price labeling and price changes
- Manage internal precious stones and watches audit practices
- Manage all additional inventories and documentations related to stock, e.g. certificates, stones, etc.
- Communicate with Sales Operations for stock request & B2B order checking
- Support SA as a runner in the boutique

2) Repair Order and non-finished goods/consumables Management

- Manage stock inventory / reconciliation of all repairs and spare parts
- Management stock movements from reception, transfer and restitution to final clients
- Manage stock inventory of non-finished goods including but not limited to product packaging, product documents and CRM gifts

JOB PROFILE

- High school graduated or above
- Minimum 2 years of relevant experience
- Experience in luxury retail or fashion industry is preferable
- Trustworthy & uphold high standards of integrity and ethics; Team spirit
- Action oriented, well-organized and rigour