

POSITION DESCRIPTION

Title:	Warehouse Coordinator	Location:	Abu Dhabi, UAE
Department:	Supply Chain	Reports to:	Supply Chain Manager
Salary:	Salary package	Band:	2
Prepared by:	HR and CS Manager	Date:	September 2014

Overall Purpose:

To coordinate the daily operation of the warehouse ensuring its smooth running of logistics, inventory and asset management and its integration with fleet management.

Roles and Responsibilities

Inventory & Assets

- Assists the Supply Chain Supervisor in building a strong integration across all facets of the warehouse and its integration with operations.
- Maintain the inventory and asset management systems accurately and in a timely manner.
- Stocktake inventory and assets and investigate any discrepancies
- Verify and reconcile warehouse physical counts in line with NA Inventory Management policy.
- Work closely with suppliers to ensure information is accurate and correct any inaccuracies.
- Resolve invoicing and inventory issues working cross-functionally with other internal departments including Finance, Operations, and external customers.
- Work with the Supply Chain Supervisor to determine order priorities and redistribution from central warehouse to satellite locations.
- Work with procurement on developing robust requirements and contract negotiations.
- Manage returns in conjunction with purchasing.

Reporting and Performance

- Create and maintain detailed warehouse reports and analysis.
- Analyse inventory to ensure usage patterns by customers accurately reflect par levels.
- Demonstrate an understanding of continuous quality improvement.

People Management

- Coordinate staffs daily duties for optimal performance of the warehouse.
- Adhere to and monitor warehouse related policy and procedures.
- Contribute to building a cohesive educated warehouse team.

Customer Service

- Process and deliver customers' orders accurately and efficiently.
- Open and responsive to customer needs.
- Provides customers with effective solutions.

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- Proven experience in warehouse coordination in an operational environment.
- Understanding of the urgent nature of Emergency Management Services.
- Strong communications skills
- Proven experience as a strong team player in a fast-paced environment.
- Proven experience in organising personnel and assisting with staff training.
- Good working knowledge of databases and MS Office products.
- Ability to analyse information, draw conclusions and implement effective solutions.
- Motivated and self-starting.
- Working knowledge of managing databases.
- Knowledge and skills in coordinating a booking system.
- Ability to analyse information, provide timely reporting, and make appropriate decisions.
- Ability to work under pressure in a busy environment.
- Proven record in customer service.
- Previous experience as an effective communicator and coordinator.
- UAE Driving License.
- Fluent in English, both written and oral.

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	August 2014	New PD
2	February 2016	Change the reporting line to Warehouse Supervisor
3	July 2019	Due to review no changes
4	October 2019	Changed line Manager, prepared by, and roles and responsibilities

Review & Approval:

(Enter final approver title here)