

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-211-2021
Company Name	Exotica
Industry	Horticulture
Vacancy	Junior Accountant/ Inventory Controller
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Accounting
Degree	Bachelor
Years of Experience	0 to 2
Location	Zouk Mosbeh
Remuneration & Benefits	TBD
Tasks & Responsibilities	<ul style="list-style-type: none"> • Updating and recording journal entries. • Execute inventory physical count and prepare inventory discrepancy report. • Perform regular surprise spot checks on few items in each warehouse. • Investigate and correct any negative stocks, carrying out random counts and taking action to deal with any dead stock. • Ensure adequate landed cost calculation & Posting to the system. • System receiving of Stock in the warehouse and nursery. • Set Item selling price in the system. • Monitor adequate profitability by item & recommend actions. • Follow up and deal with pending transfer orders. • Monitor Stock Levels and highlight any shortage/ excess stock levels and aging. • Process POS inventory stock write off on the system (<i>BDS</i>). • Assist in the Nursery Production process and monitoring. • Shadow the receivable officer.