

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-40-2022
Company Name	Talaco & Whish Money
Industry	Telecommunication - Financial Institution
Vacancy	Inventory Controller
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business Administration, HR or equivalent
Degree	BA/MBA
Years of Experience	3 to 5
Location	Raouche Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Fresh Part
Tasks & Responsibilities	<ul style="list-style-type: none"> • Role includes: <ul style="list-style-type: none"> - Performing inventory tasks to ensure the correct number of items are in stock - Maintaining updated & accurate records of inventory, including transfers and cycle counts - Reviewing documentation & monitoring product codes to search for discrepancies; troubleshooting quantity discrepancies between stock and records - Developing & implementing improvements to existing operational procedures in order to maximize efficiency & cut operations costs - Submitting inventory reports • Requirements: <ul style="list-style-type: none"> - 3 to 5 years of experience as Inventory Controller preferable in a retail industry - Bachelor in Business Administration, Supply Chain or equivalent - Excellent Knowledge of Microsoft Excel