

Inventory Administrator - IT - Limassol – Cyprus - ST911188

Are you a dynamic individual with previous experience as an Inventory Administrator? Would you like to work for a very reputable IT Company based in Limassol? If yes apply today for more information!

JOB DESCRIPTION

- Maintain the company's material and stocked product inventory / stock counting / inventory accuracy checks
- Ensure incoming products is received and managed appropriately according to company procedure
- Ensure materials/stock are ready and available for production as and when required
- Ensure the stock system is updated to reflect current inventory
- Issue stock requests with accuracy and deliver within given timescales

QUALIFICATIONS REQUIRED

- 2 years' experience in the same or similar position
- Knowledge of general business computer software (ERP or similar) and aptitude to learn new systems
- Knowledge in Microsoft Office (Word, Excel, Outlook)
- Ability to meet the physical requirements of the position (lifting, removing stock and carrying)
- A bachelor degree in Logistics, Supply Chain Management or Business Administration is advantageous

OTHER REQUIREMENTS

- Excellent English
- EU passport is a major advantage
- Able to work effectively individually or as part of a small team
- Flexible attitude, ability to perform under pressure.
- Good communication skill
- Flexibility to work to the needs of the business when required

Due to the high volume of applications we receive at GRS Recruitment, only shortlisted candidates will be responded to.

If you are interested in the above position please send your CV to **Scott Gray** at the following email address scottg@grsrecruitment.com or contact me by phone **+357 22 769 369** quoting the above reference number.