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Admin and Storekeeper

Description

Admin: Admins provide a clerical support to the function.

Storekeeper: Storekeeper is responsible for receiving, stocking, and issuing spare parts in the technical store and supports the management of inventory levels

Responsibilities

Admins:

Admin's key role is to provide administrative support. They must but not limited to:

- Data entry into business system
- Report preparation
- Arranging quotations, raising purchase request and invoicing.
- Managing time sheets and attendance
- Data analysis
- Keeping the engineering group organized (tracking vacation, sick & personal days)
- A keen eye for detail.

Storekeeper:

- Ensure that received item matches with the purchase order.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Ensure the implementation of the Store policy, procedure, and work instruction.
- Update all data required for the store regarding quantity, storage condition.
- Maintain the inventory
- Follow up on material requisitions
- Arranging materials with proper labelling as per site requirement

Requirements

Admins:

- Previous experience working as an Admin.
- Proficient in Microsoft Office (Excel/Word/etc.)
- Highly organized; Detail-Oriented
- Self-motivated with a hands-on and flexible approach and be able to adapt to unpredictable events.
- Pro-active and reliable and will thrive through working in a busy environment and stay calm under pressure, have attention to details
- A keen eye for detail.
- Good communication and interpersonal skills.
- Flexibility to work long shifts and overnight.

Storekeeper:

- Previous experience working as a Storekeeper
- Proficient in Microsoft Office (Excel/Word/etc.)
- Highly organized; Detail-Oriented
- Aware of TQM Principle
- Well-presented and professional.

Hiring organization

Farnek Services LLC

Industry

Facilities Management

Date posted

02/22/2024

Note: Hospitality experience is required.

Contacts

Send your cv to : recruitment@farnek.com