

WE ARE HIRING!

ASSISTANT/DEPUTY MANAGER - STORES

Location: Utopia Head Office

Plot H160 Z63, SITE Phase 2, M-9, Phase 2, Karachi, Sindh 75850

JOB OVERVIEW

We are looking for an experienced professional with proven expertise in handling & controlling Inventory & stores operations such as receiving, issuing and storage activities from Raw Material to Finished Goods of diversified manufacturing Unit.

RESPONSIBILITIES

- Oversee inventory operations of diverse stores such as Yarn & Fabric, engineering, accessories & Trims.
- Take necessary steps to control and monitor inventory levels & their utilization.
- Monitor demand and analyzes data to maintain minimum stock level and anticipate future inventory needs.
- Carry out monthly & Weekly physical audit of stores and warehouse.
- Ensure proper implementation of system and inventory cycle for accuracy of data.
- Prepare stock reconciliations and inventory reports such as slow-moving, unmoved or dead stock reports for decision-making.
- Efficiently Manage of all store with all HSE & Compliance standards.

REQUIREMENT

- An ideal candidate must be MBA Supply chain Management.
- At least 5+ years experience of similar role Preferably with Textile Manufacturing firm.
- Effective communication & time management skills.
- Strong Analytical and problem-solving skills.



BENEFITS

- Performance Bonuses & Rewards
- Market Competitive Salary
- Medical/OPD Facility
- Provident Fund



Email your CV at below email Ids with Subject line 'AM/DM- STORES'

TO jobs@utopia.pk CC uzma.haider@utopia.pk | dilshad.queshi@utopia.pk