

**Job title**

Logistic Supervisor

**Company's presentation**

As the Kingdom's leading eyewear boutique, Optica has become synonymous with professional and advanced eye care. A 4-decade heritage of making millions of customers happy along with a complete portfolio of products and services ranging from affordable to premium makes Optica the most trusted choice across the region. At present, Ray-Ban, Vogue, Carrera, Emporio Armani, Oakley, D&G, Porsche Design, Tag Heuer, Bulgari and Cartier are only some of the brands on offer at the state-of-the-art outlets that have expanded outside of Bahrain to Dubai and Qatar. Touted for the impeccable standards of products and services and the technical knowledge of the staff, Optica is a true visionary in the optical field.

**Reporting line**

Supply Chain and Product Placement Manager

**Position overview**

The logistic supervisor oversees various operations (described below) and people who carry them out. She/ He coordinates logistical tasks: select workers and subcontractors, set-up budgets and audit inventory. There are various logistical operations to consider including inventory management, order fulfillment and distribution.

**Responsibilities**

- Be responsible for the full information about the in-house stocks in the warehouse and extract the correct information to the company system (Optician Plus)
- Ensure timely delivery of the stocks to all branches/wholesale customers as per the given allocation from the managers following the company procedure.
- Enter descriptions of each item in the company's operating system correctly with the correct purchase price and its expenses incurred during the delivery
- Update/Monitor the Suggested Retail Price of each item's once given by suppliers.
- Assist when conducting stocks checks in warehouse,
- Give full details/information of all received items (highlighting the new models) to the managers.
- Monitor the 'in', 'out' & speed of items from the warehouse.
- Prepare the Monthly report of purchases (Local & Foreign) and submit it to the Accounts department with the proof of all purchases such as invoices, approved purchase order and the goods receipt.
- Arrange the deliveries outside of the Bahrain, Qatar or UAE branch, including wholesale customers. Arranging all documents/parcel deliveries in and out of the company
- Assist purchase order follow up and its delivery.
- Ensure to get the Credit Notes/Replacement if necessary to each items supplied incorrectly, damage.
- Schedule the visit of branch managers to warehouse for their replenishment/requirements.
- Keep record for our back up orders of all suppliers.

**Competencies** (knowledge, skills and academic qualifications)

- Minimum of High School Diploma;
- Minimum 2 years work experience in a similar position (non necessarily in optical company)
- Computer literate (MS Office)
- Good organizational skills
- Team Building
- Communication
- Good interpersonal skills
- Time management
- Independence
- Leadership and teamwork skills;

**Location**

Bahrain, Qatar, UAE

**Contract type**

Permanent

**Salary**

Basic + housing allowance + bonus + mobile phone