

**Job title**

Purchase and Logistic Employee

**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 & Product Placement Manager

**Position overview**

Timely delivery of stocks to our network of branches/stores is essential. Our purchase and logistic team is responsible for ensuring that this occurs promptly and accurately every time.

As an integral element in the smooth operations of our business, our purchase and logistic team performs a number of various tasks from ordering, preparing, delivering,...This support enables our head office, as well as each of our branches, to function properly.

**Responsibilities**

- Ensure that items (Frames, sunglasses, contact lenses, solutions, Rx lenses, accessories, spare parts, and consumables) are ordered & received accurately, are delivered on time to the correct branches & wholesale customers and acknowledged
- Liaise with the Supply Chain & Product Placement Manager to make sure products are allocated according to the merchandising plan
- Arrange warehousing and transportation
- Coordinate inventory of stock and insures product adjustments are properly applied
- Prepare the certificate of origin for the Chamber of Commerce, and relevant documentations such AWB forms, invoices & packing lists for every shipments to be sent from Qatar Local Office to any location
- May investigate and respond to inquiries regarding distribution, shipping and any delays regarding orders and or shipments
- Identify, locate, obtain and arrange for dispatchment of the requested spare parts
- Liaise with branches in terms of after sale service and place orders
- May require from time to time deliveries of documents / parcels

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

- Minimum of High School Diploma
- Minimum 2 years work experience in an equivalent position



- Computer literate (MS Office)
- Fluent in English mandatory
- Good organizational skills
- Time management

**Location**

Bahrain

**Contract type**

Permanent

**Salary**

Basic + housing allowance + bonus