

Inventory Manager - Overall Purpose of the Role and Key Responsibilities

Management Level: Junior Executive

Reports to: Head of Operations

Location: Hong Kong

Contract type: Permanent Job

Experience required: Minimum 5 years

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OVERALL PURPOSE OF THE POSITION

As Inventory Manager of Goupil & Cie, you will have management responsibility for all Goupil & Cie's business units covering logistics for both auctions and direct sales channels, coordinating the Supply Chain activities around inventory and vendor management. The role also includes responsibility for overseeing the proper handling, packing, transportation and storage of all property within the various warehouses and facilities as well as ensuring compliance and traceability process .

KEY RESPONSIBILITIES

Duties include but are not limited to the following:

- Contribute to the management of logistic in and outflows including handling, packing, warehousing, customs, tax, shipment, transportation
- Coordinate the order flow of all domestic and international shipments
- Ensure the timely administration and submission of the necessary paperwork to facilitate and optimize logistic flows
- Use various in-house IT systems to track and monitor work activities
- Support the daily Supply Chain activities around inventory management
- Review the current systems and practices, and make recommendations for improved processes going forward including inventory management and distribution servicing
- Utilize and further develop the warehouse management system to oversee the movement and storage of items in the facility
- Oversee the staging, scheduling, and documentation of all imported and exported items
- Provide data and analysis for inclusion in proposals and database management
- Contribute to the implementation of ad-hoc logistics projects
- Operate at all times in accordance with the company's rules on compliance and corporate governance

QUALIFICATIONS & PERSONAL ATTRIBUTES

- Bachelor's degree in Operations, Supply Chain, Administration or related discipline
- Minimum 5 years of progressive Supply Chain professional experience
- Knowledge and experience of contract management and procurement activities, including: Supply Chain management, contract management, contract law, vehicle and fleet management, inventory and property management
- Excellent organization skills, ability to work independently but also take part in a strong team spirit
- Strong sense of personal integrity
- Exceptional attention to detail
- Ability to effectively work in a multi-task environment across countries and organizational units