

Opportunity for Growth & Advancement

Are you the Right Person?

Join Our Team

We, Browns Engineering & Construction (Pvt) Ltd is a subsidiary company of LOLC Group and Browns Group. Over the past two years we have taken the construction and telecommunication industry to a very successful level with provide end to end solutions in construction and telecommunication sectors. The telecommunication division under Browns Engineering & Construction can be recognized as one of the leading telecommunication division that facilitates overall major telecommunication infrastructure, implementation & maintenance and research & development.

Warehouse Coordinator

The Job

- Managing currently ongoing Inventory Management System; Raise GRN and Issue Notes as relevant using the system
- Managing and monitoring material stock
- Managing and conducting material audit
- Maintaining material re-order levels & providing material forecast for upcoming months
- Managing and monitoring material issuing for regional warehouses
- Analyzing and preparing monthly reports

Qualifications

- Diploma in business administration / logistics /warehouse management / supply chain management or equivalent field
- Minimum of 1 year of experience in warehouse coordinator or similar field
- Experience in working with inventory management software and forecasting strategies (Ex. Sage Software)
- Experience in conducting tracking and data analysis
- Must be influent in English
- Strong attention to detail
- Must be team oriented

Interested candidates, please forward your soft copy of the CV's within 10 days of this advertisement, with details of two non-related referees. Mention the position applied for, on the subject line

The HR Division

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