



JOB DESCRIPTION

About Xellency

Xellency is the official distributor of Chicco d'Oro premium coffee products in Cambodia. Chicco d'Oro is a leading Swiss coffee roaster since 1949 and the #1 coffee sold in Switzerland. Xellency prides itself in providing Swiss standard high quality products and a service to ensure customer satisfaction.

Title

Stock Clerk

Reports To

Operations Manager, Finance Manager

Summary

Responsible for receiving merchandise, unloading or unpacking it, marking it with codes to be identified, stocking shelves, and helping customers place orders. Works in stores, warehouses, stockrooms, and other storage facilities. May involve heavy lifting.

Competencies

- Attention to Detail
- Time Management
- Planning & Organizing
- Communication
- Adaptability / Flexibility
- Result Focus
- Accountability & Dependability
- Creative and Innovative Thinking
- Ethics and Integrity
- High Energy and Manage Stress
- Mediating and Negotiating



Job Duties

- Accept delivered packages and compare merchandise invoices/packing list to items actually received to ensure that shipments are correct.
- Unload merchandise
- Mark items with identifying codes, such as price, stock, or inventory control codes
- Stock shelves with unpacked items
- Clean display cases, shelves, and aisles
- Ensure label is clear and visible
- Organize and label stockroom/warehouse
- Communicate with suppliers, warehouse to confirm retrieving the ordered merchandise
- Keep records of sale
- Prepare merchandise for shipment
- Replenish inventory
- Ensure customer received products
- Replace damaged or missing products
- Work with sales people on inventory and orders

Requirements

- 1 year of Stock Clerk experience preferred
- Good knowledge of English language
- Proficient with MS Word and Excel
- Ability to work independently and without supervision

Work Conditions

- Working at off-site promotional events, conferences and trade shows in terms of preparing required inventory at venue/event and packing up after to place back in warehouse/office. Make sure everything is accounted for and returned to its right place
- Overtime as required