

Position Description 工作职责

Position Title 职位

Receiving Clerk

Department 部门

Corporate Location 地址:

9. To contribute positively to Equilibrium and Esprit by providing both guests and fellow team-members with courteous, hassle-free service and by seeking to always maintain a pleasant working environment.
10. To ensure that all merchandise entering the storerooms have proper documentation (delivery dockets, purchase orders etc.).
11. To ensure that all merchandise is examined for both quality and quantity against approved PO.
12. To ensure merchandise is forwarded to either the storerooms; or in the case of direct orders, to the department concerned.
13. To properly document and account for all outgoing merchandise with gate pass from Security.
14. To check incoming goods expiry dates to ensure that it is within acceptable limits of the hotel.
15. To ensure the imported items are provided legally with proper certificate provided by Government.
16. To prepare receiving logs and daily receiving record summary.
17. To check that supplier tax invoices are correct according to purchase order and items supplied.
18. To follow up on any discrepancies relating to quality and/or quantity (including weight) of goods received.
19. To ensure that only goods ordered and approved are received.
20. To assist in the periodic operating equipment stocktakes.
21. Maintains adequate control on all inwards and outwards goods into the loading dock and storerooms.
22. To assist in the monthly stocktake process.
23. To maintain good relations with all hotel departments.
24. To have strong knowledge of Excel, Microsoft Word and the hotel inventory/purchasing software.
Excel, Microsoft Word
25. Ensures all documentation (purchase orders, invoices, delivery dockets etc) is forwarded to Accounts Payable on a timely basis.
26. Assist in the preparation of month end reports and other ad hoc reports that may be required from time to time.

27. To maintain vigilance in ensuring the security of the loading dock and all storage areas.
28. To be familiar with all emergency procedures.
29. Maintains an adequate and up to date filing system.
30. Is flexible in relation to working hours, especially at month end.
31. Handles all requests and enquiries in a timely, efficient and friendly manner.
32. Minimises the risks of accidents and workers compensation costs by ensuring the correct work practises are used and that the area is safe from hazards.
33. To perform any additional tasks assigned to ensure that the department functions smoothly.
34. The management reserves the right to change / extend this job description if necessary at any point of time during her / his employment.
35. Carries out any other reasonable duties and responsibilities as assigned.

Organizational Relationships 组织关系:

Positions directly reporting to this position (titles):

N/A

Specific Job Knowledge, Skill and Ability 工作技能技巧要求:

1. Knowledge of receiving.
2. Must possess basic computational ability.

Required Qualifications 必要的资历要求:

1. College graduate.

2. Work in hotel before.

Preferred Qualifications 更高的资历要求:

1. Line operations management and labor related experience preferred.
2. Good command of both written and oral English.