bodia. Cambodian Apothecary	**Bodia *Cambodian Apothecary***		
Job Title:	**Finished Products Stock**	**Job Category:**	Officer
Department/Group:	Bodia Apothecary	**Employee ID:**	
Location:	Bodia Apothecary factory Phnom Penh	**Travel Required:**	None
Level/Salary Range:	See employment contract	**Position Type:**	Full time
HR Contact:	CHANN Ponleu	**Position Start Date:**	
Applications Accepted By: Admin, MD, BUM			
Employee Details: Name: Address: Phone: E-mail:		**Geolink Group:** Department: Bodia Cambodian Apothecary Address: Phone: E-mail:	
Job Description:			

Role/Job Purpose:

- The main purpose of the Stock assistant job is to be always fully aware of the stock flows in and out in the Finished products warehouse. The stock assistant is responsible for receiving the orders from sales team and release the items accordingly. Stock assistant is fully responsible for the products security and loss in the warehouse.

Functions & responsibilities:

- Receive Finished Products (FP) from production to enter the stock : Count, control the quality and store based on FIFO (First In, First Out).
- Register the FP into the system (Stock cards / Stock report on server / Store hard copy of production documents).
- Prepare the FP to be extracted from the stock accordingly with request and respecting FIFO policy.
- Receive documentation (Invoices / Goods Transfer Note / Production Sheet) and register the products out of stock accordingly (Stock cards / Stock report on server)
- **Responsible for the stock counting and stock report matching.**
- Ensure a perfect organization, cleanliness & safety of the stock room and the products.
- Communicate with the sales teams (Siem Reap & Phnom Penh) regarding orders preparation & shipment follow up.

Skills/Qualifications:

- Good English of speaking, writing
- Flexible person, to be responsible, adaptability of work or environment.
- To work in team, independent working, work under pressure, organized/standardized work
- Good knowledge of management, problem resolving, work commitment, Self improvement
- Excellent of Microsoft Office(Excel, word), internet and basic knowledge of accounting program

Code of Conduct:

- Keep a good presentation and express his/her behaviour and appearance seriousness
- Be industrial and helpful
- Be polite and friendly
- Honesty and loyalty
- Oversee the good working environment
- Work independent and confidential

Note: This employee job description can be modified or amended according to the Company's needs.

Reviewed By:	Antoine Bancel	Date:	17th November 2018
Approved By:		Date:	
Agreed by:		Date:	
Last Updated By:		Date/Time:	