

VACANCY NOTICE
Planning & Order Management Assistant

CTC-ARI Airports Ltd, the Company managing the Duty-Free Retail operation at Larnaca and Paphos International Airports, invites applications for Planning & Order Management Assistant, based at Larnaca International Airport.

Purpose of Role

Deliver optimum stock levels, meet forecasted demand, minimise excess stock holdings and aged stock, support the buying team in planning and forecasting of demand at brand and vendor level, place and track all orders, as well as all communicate and co-ordinate with suppliers and the business unit. As appropriate, this will include order placement/management, inventory management, warehousing interaction and product delivery to retail outlets.

Key Responsibilities

- Monitor and manage stock levels for the business unit as per financial metrics
- Be responsible for demand planning and stock forecasting
- Manage and review forecast model
- Be responsible for aged stock levels in business
- Recommend to buying team actions to address any overstocks or understocks
- Provide line level forecast when required
- Be the primary point of contact on all inventory issues
- Manage the PO's (Purchase Orders) to suppliers (local & international) from order desk to receipt of goods at local warehouse
- Create info pack to review performance of suppliers which is used by the buyers
- Manage the in-stock position on assigned accounts and vendor service levels
- Be responsible for Full Order Management for specified category and vendors, from Replenishment, Transport and Order Tracking through to delivery
- Maintain and report monthly on SC (Supply Chain) KPI's

Person Specification – Requirements of the Role

- Minimum 2 years Order Management & Stock Management experience
- University degree in positive sciences (Mathematics, Statistics, etc.) will be considered an advantage
- Knowledge of Navision ERP will be considered an advantage
- Excellent communication and presentation skills
- Excellent knowledge of Excel



- Excellent analytical skills
- Excellent attention to detail and problem-solving skills
- Capable of working within tight deadlines and results focused
- Ability to work on both own initiative and as part of a team

Applications

Candidates may apply in writing by submitting an application letter, their Curriculum Vitae and supporting documents to hrd@ctcari.com. All applications will be treated in strict confidence and should reach us the latest by **8 February 2019**. For any further enquiries, please contact Mrs. Maria Andreou on 24-841400/24-841497.