

VACANCY NOTICE

Warehouse Management System (WMS) Super User

CTC-ARI Airports Ltd, the Company managing the Duty-Free Retail operation at Larnaca and Paphos International Airports, invites applications for Warehouse Management System (WMS) Super User, based at Larnaca International Airport.

Role

The WMS Super User will serve as the subject matter expert with regards to the WMS application and will provide support, maintenance and continuous improvement to fulfill the business needs and users' satisfaction.

Key Responsibilities

- Coordinate the development of WMS application and other associated departmental processes
- Ensure WMS and associated IT equipment are available, well-configured and maintained
- Implement WMS enhancements to increase efficiency, reduce operational cost, enhance quality and smooth off operational processes
- Review, configure and test the WMS considering functional principals
- Perform data analysis to identify process gaps and submit recommendations for improvements
- Produce regular reports on KPI's (daily, weekly and monthly), through company's reporting system
- Serve as the point of contact for all end users and provide first level support regarding inquiries on WMS
- Train and educate end users on WMS processes
- Prioritize suppliers' deliveries, picks and put ways according to delivery schedule and business needs
- Organize stock relocations to free up space in achieving increased bins availability and accommodation of additional put away
- Prepare and follow cycle counts for the Quality Control team
- Work closely with the Warehouse Manager for the preparation of all stock-takes as well as counting
- Manage truck tachographs and data collection on a daily, weekly and monthly basis
- Departmental administration

Person Specification – Requirements of the Role

- IT literateness (excellent use of MS Office, especially Excel) as successful candidate will be required to use the WMS application extensively
- Relevant experience will be considered an advantage
- Excellent command of Greek and English language



- Excellent verbal and written communications skills
- Strong analytical and problem-solving skills
- Active listener and team player

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 **12 February 2019**. For any further enquiries, please contact Mrs. Maria Andreou on 24-841400/24841497.