

1) Job Details			
English Title:	Retail Officer	Arabic Title:	مسؤول تجرئة
Group:		Division:	Brand & Creative Division
Directorate:	Enterprise Directorate	Department:	Retail & Events Department
Section:		Position Code:	

2) Relationships:	
Report To: (Supervisor)	Manager of Retail & Events
Supervise: (Subordinates)	Retail Agents, Sales Clerk, Laborers and Drivers
Internal Contacts:	All beIN Media Group
External Contacts:	With all suppliers (local/international)

3) Job Purpose Summary:
The Retail Officer is responsible to provide overall supervision over the day to day activities of warehouse operational and inventory management. The employee needs to manage staff to ensure efficient flow of materials through the stock control system. Plans system and implements set ups of merchandise enhancements, determines future staff levels and operational needs.

4) Key Responsibilities and Accountabilities:
<ul style="list-style-type: none"> • Plan, organize, control and co-ordinate the activities of immediate subordinates. • Plan, organize and manage stock deliveries to all retail premises. • Analyze both long and short-term supply strategies for choosing the most optimum procurement cycles. • Supervising the receipt, inspection, storage, preservation and issue of a wide range of materials for production and maintenance requirements. • Manage and supervise all stock taking • Supervises the maintenance of efficient stock control and accounting system. • Exercises overall control over the receipt, identification, recording, storage and issue of all materials received by the Retail division. • Ensure adherence to corporation policies and procedures on contracting matters. • Manages stock and inventory and top up orders • Prepare section's annual budget and manpower requirements. • Coordinate with the Purchasing & Contracts Section on long-term supply contracts, vendor registration and public tendering processes. • Establish / develop warehouse management policies and procedures to provide proper allocation as well as optimum result for the special demand of the organization. • Develop and implement good inventory control system to ensure uninterrupted and cost effective flow of materials. • Implement safety and environmental procedures. • Recommend punitive actions against defaulting suppliers. • Manage displays for all beIN SHOPS • Establishes/assists in developing and preparing section's policies and procedures. • Responsible for training and development of Qatari Staff. • Solves multi-dimensional issues.

5) Other Responsibilities:
<ul style="list-style-type: none"> • Makes decisions within the policy guidelines for procurement and Inventory.

- Approves stock indents and purchase requisitions as per the manual of authority.
- Supervises and co-ordinates the activities of subordinates.
- Solves complex multi-dimensional issues.
- Interpret business data to assist management in important decision making process.
- Coordinates the disposal of assets and recommends materials write off in conjunction with Company Policies.

6) Job Requirements / Qualifications:		
Education:	Minimum Bachelor Degree in Business Administration, Management, Engineering or any related discipline.	
Minimum Required Academic Degree:	Bachelor Degree	
Experience:	Minimum 8 years of professional experience in Media Industry or any related work.	
Minimum Required Relevant Experience Years:	8 Year(s)	
Skills:	<ul style="list-style-type: none"> • Conversant with PC related materials applications. • Fluency in excellent English written and interpersonal skills. • Must have a driving license and have his/.her own car 	
Knowledge:	<ul style="list-style-type: none"> • Knowledge of store management policy & procedures. • Knowledge of proper inventory control system. • Excellent Customer trends • Training staff on Customer skills and expectations of brand 	
Abilities:	<ul style="list-style-type: none"> • Makes decisions within the policy guidelines for procurement and Inventory. • Approves stock indents and purchase requisitions as per the manual of authority. • Supervises and co-ordinates the activities of subordinates. • Solves complex multi-dimensional issues. • Interpret business data to assist management in important decision making process. 	
Core Competencies:	1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.	
Competencies:		
Work Environment:	Office, Warehouse, Distribution Centre and Retail Shops	
Job Demands:	Physical Characteristics:	This is a hands on job and candidate must be energetic and be able to manage physical work as required
	Other Characteristics:	

7) Performance Measures:
<ul style="list-style-type: none"> • Accuracy of the supervision performed. • Ability to manage supplies to the Retail shops as required. • Schedules and delivery timelines • Ability to share information and be a good team player. • Ability to manage tasks in urgent & critical situations. • Ability to manage store facilities with strict safety and security. • Ability of suggesting solution as per beIN Sports purchasing policy & guidelines. • Ability to make timely and responsive decisions.

8) Tools and Equipments:

- ERP Program
- Computer
- POS System
- Computer & Internet

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