



Inventory Administrator

Job description:

As an Inventory Administrator you are responsible for the timely, complete and accurate recording of all inventory transactions.

In the role of Inventory Administrator, you are directly accountable to the **Assistant Supply Chain Manager**.

The Inventory Administrator is **responsible** for:

- Maintaining timely, complete and accurate inventory records
- Identifying, reporting, Investigating and resolving any inconsistencies within inventory
- Liaising with internal and external stakeholders to resolve any inconsistencies encountered
- Making recommendations to the Assistant Supply Chain Manager about improvements in inventory administration

Requirements

- MBO degree in business or related field
- At least 5 years of experience in an administrative role, experience with inventory administration is a plus
- Experience with inventory software, knowledge of Apicbase is a plus
- Proficiency with MS Office, specifically Excel and Word
- Of high integrity
- High level of accuracy
- Hands-on commitment to getting the job done
- Excellent communication and interpersonal skills
- Good command of the Dutch, English and Papiamentu language in word and writing, Spanish is a plus
- Strong organizational and time management skills
- Ability to work with deadlines
- Passion for hospitality