

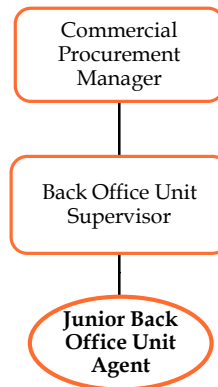


JOB DESCRIPTION

Job Title: Junior Back Office Unit Agent
Department: Commercial Procurement
Job Status: Full Timer
Working Hours: Monday till Friday from 9:00 am till 6:00 pm
Location: Head Office - Zalka

REPORTING

Reporting Lines:



Relationship Span:

Within Mike Sport : E-Commerce Dpt., Marketing Dpt., Warehouse Dpt., Accounting & Finance Dpt., Retail Dpt, Commercial Procurement Dpt.

Outside Mike Sport : Suppliers

SCOPE OF THE JOB

The Junior Back Office Unit Agent is responsible for maintaining accurate database records and tracking of all products at Mike Sport.

KEY RESPONSIBILITIES

- Coordinate closely with buying team in order to set the Price Structure of all received collection.
- Ensure accurate update of Price Structure excel sheet, by adding full description about every single item (Barcode, Gender, Color, Size, Cost etc...)
- Perform the item creation process on system (Navision) in order to be shared with concerned parties.
- Execute price changes & discounts of items on system, upon the request of the Manager.
- Liaise with logistics team in order to set the Purchase Order before receiving any shipment.
- Liaise with E-Commerce team and provide them administrative support to maintain an updated platform, by sharing the price structure of the selected items.



- Conduct Transfer Orders in coordination with buying team, so the warehouse department can proceed with the distribution process of goods to our branches.
- Prepare Sales Orders in coordination with buying team in case of international shipments.
- Receive defected items list from the warehouse department and report it to the buying team in order to take corrective actions.
- Perform other duties that are aligned & related to the job scope.

COMPETENICES	LEVEL (OVER 4)
Relationship Building	1
Driving & Achieving Results	2
Commercial Understanding	1
Entrepreneurial Thinking	2
Decision Making	1
Customer Focus	2
Strategic Thinking	1

JOB REQUIREMENTS

- **Education:** Bachelor Degree in Business Administration, or documentation.
- **Experience:** 0 to 1 year experience in data management.
- **Linguistic Skills:** Advanced in written & spoken English & Arabic, French is a plus.
- **Computer Skills:** Extensive knowledge in Ms. Office.

JOB HOLDER

HR DEPARTMENT

SIGNATURE

SIGNATURE

DATE

DATE

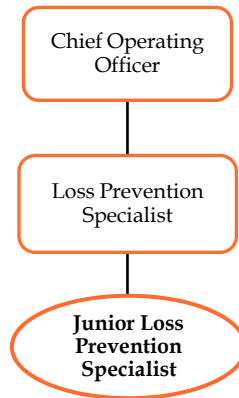


JOB DESCRIPTION

Job Title:	Junior Loss Prevention
Department:	Inventory & Loss Prevention
Job Status:	Full Timer
Working Hours:	As per the Retail working hours, including weekends and holidays.
Location:	Retail Stores

REPORTING

Reporting Lines:



Relationship Span:

Within Mike Sport : Logistics Dpt, Procurement Dpt, Inventory Control Dpt, Accounting Dpt, Retail Dpt.

Outside Mike Sport : Sub-contractors, Security Team.

SCOPE OF THE JOB

The Junior Loss Prevention is responsible for detecting & reporting matters that happen inside the shop in the areas of safety, inventory shortage, cash handling and theft. He is responsible as well to minimize corporate losses & stock discrepancies through process improvement and analysis as per company's standards.

KEY RESPONSIBILITIES

- Conduct on-site surveillance to prevent theft by shoplifters, vendor representatives, delivery personnel and store employees.
- Conduct periodic inspections on stock areas, dressing rooms, restrooms and opening & closing of the store, to maintain physical security and protection of company's assets.
- Deliver ongoing trainings for Cashiers, to address all areas of loss control including shortage, cash, safety, checks and disaster.
- Conduct spot check visits to control compliance of stock level in hand with the one existing on system.
- Conduct & Assist (when needed) in the physical inventories, along with finalizing the inventory results with the time frame defined as per the procedures.



- Assist in the development, implementation and maintenance of Loss Prevention processes which include shrinkage control, cycle count analysis, action plans design per store and other.
- Monitor compliance with established safety policies, procedures and standards, and the Implementation of accidents prevention techniques.
- Ensure proper implementation of LP policies and procedures, and report all abuse cases.
- Verify the correction of unsafe conditions and monitor disciplinary actions which result from safety programs in collaboration with the HR and HOD.
- Perform spot checks on stores & warehouse, to evaluate potential risks during non- conventional working hours such as weekends, evenings, before opening, after closing, during stock counts and other.
- Fill, report and maintain proper documentation of all Loss Prevention Store Checklists.
- Control on daily basis the fidelity cards' replenishment as per the set policy & procedures.
- Maintain accurate & efficient reporting system (Through Jet Reports), aiming to ease the analysis for all related LP features.
- Perform other duties that are aligned & related to the job scope.

COMPETENICES	LEVEL (OVER 4)
Self Confidence	1
Cultural Awareness	1
Relationship Building	2
Analytical Thinking	1
Change & Adaptability	2
Attention to details	2
Decision Making	1

JOB REQUIREMENTS

- **Education:** Bachelor Degree in Business Administration, Accounting, Audit or any related field.
- **Experience:** At least 1 - 2 years of experience in the Retail field.
- **Linguistic Skills:** Advanced in written & spoken English & Arabic, French is a plus.
- **Computer Skills:** Advanced knowledge in Ms. Office, especially in Excel.

JOB HOLDER

HR DEPARTMENT

SIGNATURE

SIGNATURE

DATE

DATE