Cashier and Inventory Manager

ISSUANCE DATE: August 29, 2022  
CLOSING DATE: September 8, 2022  
SALARY: AMD 3,434,400 per year  
HOURS: Full-Time /40 hours per week  
PLACE OF PERFORMANCE: Yerevan, Armenia  
ORGANIZATIONAL LOCATION OF THE POSITION: U.S. Embassy Yerevan

AMERICAN EMBASSY YEREVAN EMPLOYEE ASSOCIATION (AEYEA) is seeking applications for the position of Cashier/Inventory Coordinator.

POSITION DESCRIPTION: The Cashier/Inventory Coordinator will be responsible for maintaining a high level of inventory accuracy and integrity and handling day to day cash operations of American Embassy Yerevan Employee Association. He/she will also monitor inventory levels and product movement as well as monitors the delivery of services to customers to ensure they are appropriate, timely, and satisfactory.

1. MAJOR DUTIES AND RESPONSIBILITIES:
   • Handle AEYEA day-to-day POS cash operations and record all sales and collection of payments for services.
   • Handle day-to-day petty cash transactions and records; prepare weekly petty cash reports; prepare end of day reports.
   • Send monthly customer statements, past due account warning letters.
   • Enter product receipts and shipments in Point of Sale database. Physically count inventory shipments and inventory returns. Inspect all products and compare product number, size, and unit of measure, quantity, and lot number against receiving documents.
   • Monthly: Perform physical inventory counts in accordance with guidelines set by the U.S. office of Commissary and Recreation Affairs.
   • Investigate and resolve discrepancies with General Manager and internal team members, analyze and troubleshoot inventory situations to determine cause and resolution. Process daily inventory control paperwork accurately in a timely manner.
   • Monthly: Make recommendations and prepare discount and promotion list for General Manager’s review to discount the items for faster sales.
   • Daily: Stock shelves in a FIFO (First in First out) manner and ensure inventory near expiry is sold first. Inventory purchased first must be stocked in front to ensure it is sold first.
- Manage inventory, analyze historical data source and prepare orders for all groceries, products and pantry supplies from vendors. Identify potential supply shortages and order necessary stock in a timely manner to avoid gaps in supply.
- Work with warehouse workers to unload shipments of finished goods, packaging components, and customer returns.
- Coordinate with Embassy security and customs staff timely custom clearance of the goods, when receiving a shipment.
- Handle AEYEA membership, framing, DVD rental, consignment sale tracking and keep the relevant data files updated.
- Ensure AEYEA storage room/freezers/refrigerators are clean, organized and inventoried.
- Scan of customer’s checks. Copy documents, collect and prepare information requested. Implement the recommendations provided by auditors.
- Perform back-up Services Coordinator duties as required during sick leave, annual leave and lunch hours.
- Assist Services Coordinator as needed.
- Work with General Manager on special assignments, special events, product relabeling, promotional packaging, etc.
- Perform all additional tasks necessary that may be assigned by the General Manager.

2. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE/SELECTION CRITERIA:

A. Required Qualifications:

- Bachelor’s degree in Accounting or Finances is preferred.
- Excellent verbal and written communication skills in English (This will be tested). Ability to communicate in Russian is desirable.
- Excellent computer proficiency including the Microsoft Office Suite. Work experience and knowledge of QuickBooks POS knowledge is a plus.
- Bookkeeping experience and processing cash transactions is preferred.
- Understanding of basic accounting principles is preferred (This will be tested).
- Knowledge of any publishing or design program such as Microsoft Publisher, Corel Draw is desirable.
- Good physical condition and able to lift, carry and organize bags, boxes and cases of food and supplies weighing up to 20 kg

B. Skills:

- Excellent customer service skills; exercising tact, courtesy, alertness, and good judgment in responding to others.
- Excellent social skills - friendly and outgoing personality.
- Culturally sensitive and able to work with a multicultural client/customer population.
• Able to work independently and exercise good judgment to efficiently schedule and organize multiple tasks including appropriately handling unexpected changes in daily routine.
• Must be detail oriented and problem solver. Must be flexible and very well organized.
• Dedicated, team player who is quality and solutions oriented.
• Ability to multitask, work well under stress and in a fast paced environment.
• High level of honesty and integrity

3. OTHER REQUIREMENTS:

In addition, the applicant must be able to obtain a USG-issued security clearance at facility access authorization level.

4. HOW TO APPLY

Applicants interested in applying for this position must submit the following materials in English:
1) Cover Letter
2) Curriculum vitae/resume.

Submission should be sent electronically to: ghazaryann@state.gov.

Please specify the subject line of your e-mail as “AEYEA Cashier/Inventory Coordinator Job Application”.
Late applications will not be considered. Only short-listed candidates will be contacted.