

Company: Elmed sh.p.k

Established and growing international company specializing in product marking, labeling and traceability solutions is looking for a new member to join our Team in Tirana, Albania. Further company information can be found on <http://www.elmedint.com/en/>

Job Title: Warehouse Clerk

Job description: Full time. Responsibilities take place at company location in Tirana. We are looking for a person to join our team and handle the following duties:

- Warehouse inventory management – receive, sort, package, release and dispatch goods
- Check and label goods
- Organize warehouse
- Paper and software processing of goods movement
- Maintain correct inventory count, inventory control
- Creating and maintaining excel reports for specific goods.

Requirements:

- Previous experience working in warehouse – at least 2 years
- English language – moderate
- Computer skills – excel, outlook
- Experience with ERP or warehouse management software is preferred.
- Must be in good health and able to lift/move/sort goods.

ELMED sh.p.k

Rr "Margarita Tutulani" Tirane, Shqiperi,

Tel/fax: **+355 42 430 232**,

Mob: **+355 68 2005252 / +355 69 2095012**

dorian.beci@elmedint.com

arjola.naqellari@elmedint.com,

gentian.rozgari@elmedint.com

www.elmedint.com