



**Heinemann**  
Asia Pacific

## Replenishment Officer

Based at Hong Kong

### About the Company

We are a European travel and retail company established in Singapore in 2010. Our group has over 130 years of experience in international Duty Free & Travel Retail, stretching from distribution over retail onto high-end logistics solutions. We operate over 230 stores at 125 airports in 47 countries. We have expanded our travel retail business in the Asia Pacific region and we are currently looking for Replenishment Officers to support our upcoming retail business in Hong Kong.

The role will be reporting to the Inventory Controller. The candidate is responsible in stacking and filling shelves and displays at stores, and will ensure that shelves are re-stocked regularly.

### The successful candidate is expected to

- Have good understanding of the products under his care and must be able to provide reliable information to the Operations team.
- Record goods that require replacement according to the system or process provided by the line manager.
- Load up trolleys from warehouse to the shops.
- Stack the shelves and display areas neatly.
- Ensure that goods are rotated with the earliest "best before dates" at the front.
- Implement marketing initiatives of select products, for example, reduced prices, promotion labels, etc.
- Remove close to expiry goods, and record accordingly.
- Participate during stock-taking and re-ordering of stocks process.

### Profile

- Has prior experience in similar role, preferably in an airport environment
- Is hard-working and understands that the role requires frequent mobility
- Is comfortable with flexible working hours i.e. shifting, extending long hours, etc
- Has understanding and prior experience (preferred) of inventory systems
- Has can-do attitude and a team player