

## Company presentation

Fractal Systems is a privately owned company that has its headquarters in Dubai Silicon Oasis (DSO).

We are specialized in event technology, providing a turnkey solution for all kind of activation. Established in Dubai in 2011, Fractal Systems collaborates and delivers its professional services throughout the Middle East and Africa.

- Holograms
- Mechatronics
- Crowd Entertainment
- Augmented and Virtual Reality
- Large Interactive Showcases

We are also providing custom solutions for our customers regarding their needs and their targets, including content creation and software development.

## Job Description

Under the direction of the General Management and with safety, efficiency and customer service a priority, the Warehouse Manager is accountable for the overall warehouse operation, which receives and stores, moves and ships supplies, stock and materials to and/or from the warehouse. Manages the overall operation and ensures the safe and effective storage and distribution of customer goods on time and without damage. Develops and implements both short- and long-term warehouse planning.

## Responsibilities

Manage all aspects of the warehouse operation, with safety of employees and efficiency of the operation being the priority. Tasks and duties include:

- Prepare various reports for customer materials shipped and received at the warehouse, ensuring that all damages or problems are recorded
- Develop, implement and enforce material-handling policies/procedures, and regulatory-compliance procedures
- Determine compliance with laws, regulations, and/or standards and complete appropriate documentation as required
- Maintain accurate and up-to-date inventory records and ensure that inventory reports are prepared and distributed to the Project Manager or General Management as required. Notify General Management of any capacity or inventory problems
- Ensure stock is maintained and rotated properly and regularly
- Prepare warehouse activity reports, daily/weekly operations report, health and safety.
- Ensure all material-handling equipment, structures or materials are maintained, including regular safety inspections
- Review the warehouse operation throughout the work process and at completion, including the daily “circle check” to ensure that all products are stored safely
- Maintain proper security and good housekeeping of both premises and stock
- Oversee security and general upkeep of warehouse, including regular maintenance of equipment
- Offer alternative solutions to system and procedural issues that may disaffect productivity and/or customer service or compromise health and safety
- Be accountable to the customer for both quality and quantity of output and resolve any problems, ensuring that potential customer complaints are escalated
- Continuously monitor effectiveness of the warehouse-operations strategies aimed at reducing operating costs, including wages, and improvement of quality-control procedures
- Act as the ‘voice’ of the warehouse operations at management meetings
- Develop constructive and cooperative working relationships with those on your team, as well as cross-functionally

**Fractal Systems FZCO**  
IT PLAZA Building  
Office G10, G11 & G12  
Dubai Silicon Oasis  
Dubai, UAE

فراكتل سيستمز ش م ح  
مبنى أي تي بلازا  
مكتب رقم G10,G11,G12  
واحة دبي للسيليكون  
دبي  
الإمارات العربية المتحدة

## Requirements

- High school diploma
- 5 years of experience in all aspects of warehouse and freight logistics
- 2 years of supervisory/management experience within the warehouse and freight logistics industry

## How to apply

Along with resume/CV and your portfolio please attached the solution that you created and send to the following email address [hr@fractal.ae](mailto:hr@fractal.ae) . Please note the created solutions is mandatory in our recruiting process. Resume and portfolio without the solution will be rejected.