

Enthusiastic and skilled Returns Coordinator knowledgeable about inventory management and carrier relations. Focused on accurate recordkeeping and stock movement for reliability and speed. 3+ years of working experience with database, ERP and word processing software.



Skills / Strengths

- Technologically capable and familiar with standard information processing software such as Smartsheet.
- Working knowledge of Quality Management Systems (ISO 13485:2016).
- Administrative and clerical; report writing skills; data analysis; and research skills.
- Microsoft Office (Word, Excel, PowerPoint, Access, OneDrive, Teams, SharePoint, and Outlook).
- Character traits: Ability to work unsupervised and cope with pressure; team player with outstanding work ethic; patience; punctual; and consistent.
- ERP experience ~ Syspro and Pastel.



Work Experience

Aug 2020 to
Present

Returns Coordinator
Ascendis Health

Supporting 2 divisions under Ascendis Health: Surgical Innovations and InterV-Med.

- Evaluate returned stock for quality issues and process unacceptable materials for destruction or investigation.
- Offer expertise in inventory management and current stock levels to inventory team to facilitate accuracy and product availability.
- Operate forklift to safely move and safeguard stock and supplies in warehouse.
- Train and supervise new employees to apply best practices and comply with health and safety procedures and regulations.
- Using the ERP system, book back stock using Syspro and facilitate expired stock out of main warehouse to destruction.
- Using documentation from warehouse; generate quotes, credit notes, delivery notes and dispatch notes.
- Faulty/recalls and damaged stock management.

Aug 2019 – Jul 2020

Picker / Packer
Ascendis Health



Education

Introduction to Supply Chain Management
University of South Africa | In Progress

Grade 12

Thuto Lesedi Secondary School | 2014