

Department:	LOGISTICS
Responsible to:	WAREHOUSE MANAGER
Location:	TABMANBURG
Contract length:	12 MONTHS

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

RESPONSIBILITIES - Overall responsibilities

Ensure complete and robust accountability of materials in the store room in line with relevant policies and procedures. S/he will be responsible for ensuring that minimal stock levels are maintained to ensure continued availability of the stock items.

Key activities

Responsibilities and duties

Stock Movement and Custody

- Inspect supporting documents before issuing a GRN and accepting a delivery note from the supplier, ensuring consistency of costs, quantities, specifications and other details
- Closely work with logistics unit to ensure that all new stock arrivals are registered in the asset and inventory list
- Record stock movement in the storeroom records and stock cards
- Issue stock in line with procedures
- Proper care of all consumable stock, fuel store, assets and other items in the storeroom
- Ensure the stores are in good condition e.g. no leaks, pests/rodents etc by carrying out weekly inspections
- Closely monitor the receipt and issue of fuel
- Ensure Health & Safety Standards are observed, including safe stacking of all materials in the storeroom according to operating standards MML Standards and availability of working fire extinguishers
- Separate expired stocks and move to secure area and dispose in line with policy
- Ensure the storeroom is neat at all times, and materials are easy to access
- Store products using correct procedure; rearrange commodities to facilitate the FEFO (first to expire first out) policy

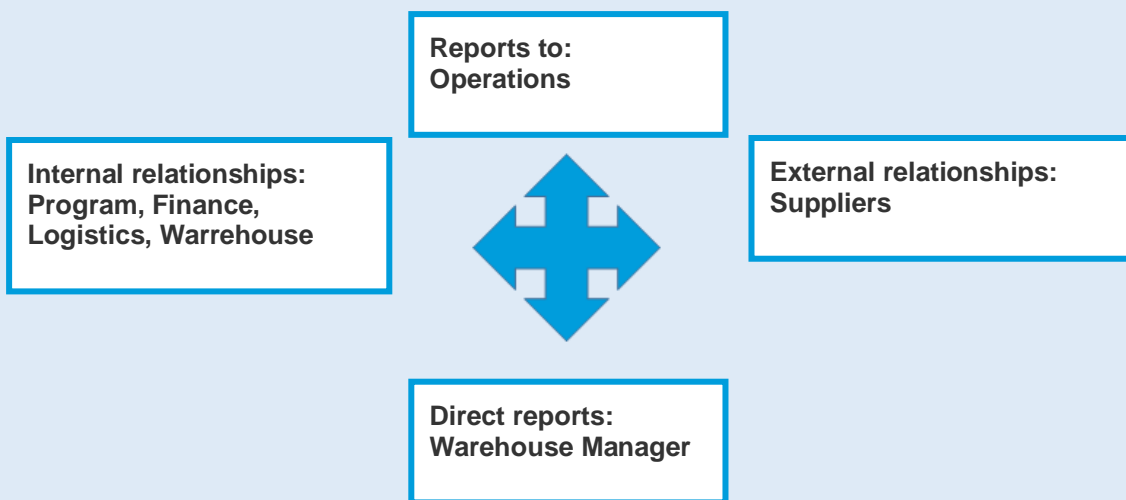
Stock replenishment

- Continuously check stock levels and engage with Warehouse Manager to ensure timely replenishment
- Ensure availability of space for new items
- With support from Warehouse Manager, reassess maximum/minimum stock levels and adjust if necessary on a quarterly basis

Accountability

- Ensure complete documentation is available at all times, and any stock movement has proper documents
- Issue accurate daily and monthly stock reports on time
- Reconcile stock balances against stock records on weekly basis and report any variances
- Conduct monthly physical inventory or cycle count and update stock records

Key relationships



Minimum requirements	Essential	Desirable
Diploma in Purchasing and Supply, Business Administration or equivalent	✓	
2 years' work experience in similar work is strictly required	✓	
Good knowledge of spoken and written English.	✓	
2+ years' experience in managing stores/warehouse	✓	
Good computer knowledge.	✓	
Work with minimum supervision. Self-starter	✓	

Mary's Meals International competencies

All Mary's Meals Liberia employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I build resilience • I lead by example • I'm authentic and true to my values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I see our stakeholders and our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action
Strengthen	<ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent
Success	<ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for change

To apply, please send your CV (maximum 3 pages) with details of three professional references (emails and cell numbers) and a cover letter explaining why you are interested in the role to Jobs.Liberia@marysmeals.org

Closing date: Tuesday 13th February 2018 at 5pm.

Interviews: Interview dates will be communicated to shortlisted candidates.

While Mary's Meals Liberia will endeavour to contact all candidates within a reasonable time, this may not always be possible due to limited resources. Therefore, if you have not heard from us within two weeks of the closing date, you can assume that your application has, on this occasion, been unsuccessful. Mary's Meals Liberia is an equal opportunities employer. All applicants will be judged strictly on the basis of merit.

Mary's Meals is a child friendly organisation committed to the protection of children.

Female candidates are strongly encouraged to apply.