

<b>Department:</b>	LOGISTICS
<b>Responsible to:</b>	LOGISTICS MANAGER
<b>Location:</b>	TUBMANBURG
<b>Contract length:</b>	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.

## Job purpose

The Mary's Meals Warehouse Coordinator is responsible for the accountability and safe custody of goods in the warehouse and Marys' Meals Store Room. The position is responsible for ensuring an effective flow of goods in and out of the warehouse and store room, with complete supporting documentation.

## Key activities

### 1 Warehouse and Stores management

- Ensure compliance to warehouse manual guidelines and organisational policies and procedures
- Keep abreast of the supply chain of Mary's Meals food to prepare storage space and offloading the goods
- With the support of Logistics Manager, ensure accurate and timely labelling of stacks
- Ensure all necessary paperwork is recorded for receipt and dispatch of goods entering and leaving the warehouse respectively
- Conduct daily spot checks
- Maintain an up-to-date inventory register for stock movement
- Establish stock optimal stock balances
- Ensure availability of valid stock at all times and flag to budget holders when stock comes below optimal levels
- Take periodic inventories and participate in monthly and end of year inventory stock take
- Ensure warehouse documents are up to date, Bin and Stock cards are updated daily and entries registered in the ledger files.

### 3 Safety and security

- Ensure Vehicle movement in and out of the warehouse is properly coordinated, safe and secure
- Limit traffic in and out of the warehouse to loading, offloading, cleaning and stock check
- Prevent slips, trips and falls by enforcing security guidelines

### 4 Reporting

- Prepare monthly reconciliation of stock movements
- Prepare monthly stock report and provide and address stock variances between physical stock take and monthly stock report
- Prepare damaged stock and loss report
- Adjust stock movement in the stock ledger
- Prepare a monthly distribution planner, mapping out schools per district and share with the program before start of any food deliveries.
- Provide justification for stock variances in a timely manner

## Key relationships



Qualifications, skills and experience	Essential	Desirable
High school Graduate	✓	
Excellent communication and negotiating skills		✓
Degree in Business Management or equivalent qualification in Procurement and Supply Management	✓	

Ability to set and meet targets		✓
Good knowledge of warehousing processes and procedures		✓
Good computer skills	✓	
Strong organization skills		✓
2+ years' experience in a warehouse supervisory role	✓	
Ability to interpret figures and spot trends		✓
Flexible approach and the ability to make decisions quickly		✓
Impeccable written and verbal communication skills		✓
Willingness to work long hours, holidays and weekends as required		✓

## Mary's Meals International competencies

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

<b>Self</b>	<ul style="list-style-type: none"> <li>• I build resilience</li> <li>• I lead by example</li> <li>• I'm authentic and true to my values</li> <li>• I develop myself and set stretching goals</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• I have a vocational attitude to my work</li> <li>• I inspire hope in others</li> <li>• I build belief that even difficult challenges can be solved</li> <li>• I am committed to serving and enabling all who want to be part of the global movement</li> <li>• I work to ensure our future will be better than our past</li> </ul>
<b>Simplicity</b>	<ul style="list-style-type: none"> <li>• I communicate effectively</li> <li>• I follow clear decision-making criteria</li> <li>• I create plans that are easy to follow and contribute to organisational goals</li> <li>• I embrace inclusivity and diversity</li> <li>• I focus on delivering results</li> </ul>
<b>Stewardship</b>	<ul style="list-style-type: none"> <li>• I pay attention to the things that matter most – (a) our physical resources; (b) our people</li> </ul>

	<ul style="list-style-type: none"> <li>• I nurture, develop and respect our relationships with external stakeholders</li> <li>• I deliver on my promises</li> <li>• I am happy to be held accountable and to hold others to account</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• I have a point of view about the future</li> <li>• I see our stakeholders and our priorities clearly</li> <li>• I help others to work in ways that have the greatest impact</li> <li>• I develop strategy and translate it into action</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• I create a positive work environment</li> <li>• I increase the capabilities of my team</li> <li>• I help people manage their careers</li> <li>• I find and develop next-generation talent</li> </ul>
<b>Success</b>	<ul style="list-style-type: none"> <li>• I ensure my team is technically competent and always developing</li> <li>• I build high performing teams</li> <li>• I ensure accountability</li> <li>• I am a catalyst for change</li> </ul>

## How to apply for this role

To apply for the role of **Warehouse Coordinator** at Mary's Meals International-Liberia, please send a tailored CV (maximum 3 pages) with details of three professional references (emails and cell numbers) and covering letter to: [Jobs.Liberia@marysmeals.org](mailto:Jobs.Liberia@marysmeals.org)

Your covering letter should make a compelling case for why you feel motivated to work for Mary's Meals Liberia in this role, as well as giving a concise overview of your most relevant skills and experience and should fill no more than two pages of A4.

As part of our commitment to safeguarding children you will be required to provide an up to date Police Clearance of good conduct (Liberian nationals)

Recruitment timescales

Closing date for applications: 15<sup>th</sup> June 2018 at 5:00pm

Interviews with the recruitment panel: Week commencing 20<sup>th</sup> June 2018

Please note: A second interview stage may be required.

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

**Mary's Meals is an equal opportunities employer, all who meet the criteria are encouraged to apply.**