



For a world without hunger

Job Vacancy Warehouse Assistant

Job Title:	Warehouse Assistant
Organization profile	<p>Welthungerhilfe Welthungerhilfe was founded in 1962 is a non-profit making, non-denominational, and politically independent, the organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Inclusive Food Systems and Nutrition Security, Infrastructure, Health System Strengthening and WASH.</p>
Duration	Up to 31 st December 2022, with a possibility of extension depending on performance and availability of funds
Location:	Harper City, Maryland County
Objective of the Position:	Provides materials, equipment, and supplies by directing receiving, warehousing, and distribution services, and supervising. Also ensuring an effective flow of goods in and out of the warehouse and storeroom, with complete supporting documentation
Responsible to:	Administrative-Head of Project, Technical-Logistics Officer (Warehouse)
Responsible for:	Storekeepers
Duties and Responsibilities:	<ul style="list-style-type: none">• Responsible for proper warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and procedures.• Ensure compliance to the warehouse manual guideline and organizational policies and procedures.• Complies with Welthungerhilfe warehousing procedure, material handling, and transporting requirements by studying existing and new regulations; enforcing adherence to requirements; advising management on needed actions.• Ensure proper paperwork is recorded for receipt and dispatch of goods entering and leaving the warehouse.• Ensure incoming and outgoing delivery notes, waybills are checked and filed correctly• Ensure that Goods Received Notes are used• To check expiry dates of stock• Are requisitions used and authorized to release items• Ensure stock is properly rotated• Ensure loading is adequately supervised and accountable• Keep abreast of the supply chain of Welthungerhilfe to prepare storage space and offloading goods.• Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.• Controls inventory levels by conducting physical counts; reconciling with data storage system.

	<ul style="list-style-type: none"> • Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement. • Ensure the timely supply of materials from the warehouse after receiving an approved store release from program/support staff. • Prepare monthly stock movement report, print and file for future reference. • Contributes to team effort by accomplishing related results as needed. • All staff working at WHH are representatives of the organization and are therefore required to conduct her/himself in a respectful and professional manner in accordance with the WHH Code of Conduct. <p><u>Documentation and Reporting</u></p> <ul style="list-style-type: none"> • Update all stock daily transaction in the database before the end of each working day. Follow up with relevant units, internal or external on, inventory and delivery documents and ensure all records are complete and accessible. • Ensure timely and accurate update of warehouse report; ensure production of timely and accurate monthly vehicle and generator reports. • Support and contribute towards the adherence to the Welthungerhilfe Liberia MEAL framework and Core Humanitarian Standards, so that all projects ensure accountability, quality, effectiveness, appropriateness, knowledge sharing, and learning across the organization <p>Others:</p> <ul style="list-style-type: none"> • Perform other tasks as required by line manager • A high degree of flexibility on the part of all staff is expected in order to respond to the ever-involving situation. • Perform other job-related duties as required by your supervisor
Education	Bachelor's Degree in Business Administration, Logistics /Supply Chain Management, or similar discipline
Professional Experience	A minimum of 2 to 3 years of professional experience in warehousing and general logistics, preferable working with INGO/NGO with specific experience in construction of varied structures (health care infrastructures, roads, culverts, drainages, bridges, markets, wells, latrines etc).
Language Skills	Excellent spoken and written English
Personal Skills	<ol style="list-style-type: none"> 1. Excellent understanding of warehouse management concepts. 2. Excellent understanding of standard warehousing safety procedures 3. Ability to train others. 4. Ability to work in a cross-functional environment
Application Process	<p>Please send application package; <u>one-page Motivation LETTER and a maximum of 2 pages CURRICULUM VITAE (CV)</u>, and contact details of 3 professional referees to:</p> <p>Recruitment.Liberia@welthungerhilfe.de</p> <p>Subject Line: Application for the position of 2127- Warehouse Assistant</p> <p>Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
Closing Date	January 24, 2022