



Job Advertisement

Inventory Assistant - Warehouse Management

- Location:** Juba, Central Equatoria State
- Reporting to:** Warehouse Manager
- Job Purpose:** Under direct supervision of Warehouse Manager, the incumbent will assist with ensuring high quality stock management in the Warehouse as per the policy and procedures of Medair and perform relevant duties assigned from time to time by Line Manager.

Key Responsibilities

- Use Google Docs Data Entry Registers, for stock management and report production
- Assist in planning, organizing and conducting monthly physical count of all Stocks and reconciling physical inventory.
- Assist in preparing necessary Warehouse Stock reports for submission to Warehouse Manager, Project Managers and audit whenever required.
- Monitor the FIFO and LIFO systems, best before date; expiry dates based on data on google docs stock reports.
- Advise the Warehouse Manager of need for intervention in case of any unforeseen problems pertaining to discharge and/or stock reports discrepancies;
- Assist with receipt/dispatching of commodities including trans-shipment (truck to truck) against official approved documentation (e.g. waybills and/or delivery note's) ensuring accuracy in physical count of commodities including the quality in compliance with the established standards.
- Prepare and verify warehouse and transport documents, and maintain confidential files and accurate warehouse transaction records, to ensure immediate reporting on stock movements in line with Medair Stock management requirements.
- Assist with supervise the loading, off-loading and stacking of stock,
- Assist with checking and control incoming goods both food and non-food commodities by such methods as physical counts, random weight checks, rejection of any spoiled commodity, reconditioning, etc. to ascertain that they meet the required specifications in the PRs/WBs and to report anomalies if any;
- Performs general office administration duties including; inventory filling, hard and soft copy, computer based stock reports
- Provide backup assistance to the warehouse as required including; rearranging stock in the warehouse, updating stock cards and other store operation whenever required.
- Perform any other duties as assigned by Warehouse Manager.

Specifications requirements and qualification

- Diploma or degree graduate in Logistics or IT Stores management is advantage
- At least 2 years' experience in assets management/IT/Logistics/Inventory control work
- Experience in utilizing computers, including word processing, spreadsheet and other software packages
- Superior communication and organizational skills and ability to work under pressure in a team-oriented environment
- Ability & willingness to move stock around in the Warehouse with occasional lifting of objects up to 20kgs

Application deadline: 6th October 2016.

A complete Job Description on this position is available on request from the email below. Only shortlisted candidates will be contacted.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to:

Human Resources Department

Medair South Sudan

Theo Road, Hai Tongping

or e-mail: recruitment@southsudan.medair.org