**Job Description**

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| **Job Title:** | **Warehouse Manager** |
| **Department/Location:** | Insert department or location |
| **Band:** | Insert job Band or Grade from Salary Scale |
| **Reports To:** | Insert **position title** of supervisor |
|  | |
| **Background:** | |
| Insert two to three sentences about what we are doing in the emergency. | |
| **Primary Function:** | |
| Oversee day-to-day operations at the warehouse. Manage all staff based at the warehouse. | |
| **Job Responsibilities:** | |
| 1. As a member of a programming support department, encourage and positively reinforce open and continuous coordination and collaboration with the other CRS Emergency Relief Program departments. 2. Work closely with the various program managers to efficiently and effectively deliver commodities to extended distribution points and/or Partners as per the dispatch plans. Identify systemic weaknesses in commodity management and reporting and determine creative solutions. 3. Ensure that warehouse staff efficiently manage and report on the reception and inventory of relief supplies, and the loading and departure of delivery trucks according to schedule. 4. Communicate the dispatch plan to the warehouse staff and truck drivers. Ensure that the required waybills are prepared well in advance of the loading of the trucks in accordance with the dispatch plan. 5. Verify that the warehouse staff maintains up-to-date registers for each warehouse segregated by program, and that they prepare and submit Daily and Weekly Commodity Status Reports. 6. Schedule commodity transport and certify that the deliveries are completed according to the regulations (written and unwritten) of the CRS Emergency Relief Program. 7. Assist Logistics and warehouse staff with the preparation and submission of Trip Reports, Daily Worker Payroll Vouchers, Travel Authorizations, travel advances and liquidations, and other documents - financial and administrative – required by CRS senior management. 8. Oversee the preparation of reports by the Data Input and Reporting Clerk. 9. Assist with the set up and management of a filing system for all warehouse documents (e.g., loss reports and waybills). 10. Maintain up-to-date information on the status of relief commodity arrivals in order to plan for deliveries to the warehouse and onward. 11. Produce, verify, and submit Loss Status Reports. Produce monthly Loss Batch Reports. 12. Verify regularly the balances of unfit and spoiled food stocks at the warehouses and distribution centers in order to prepare waybills, action plans and documents for the donor requesting final disposition authorization. 13. In coordination with program managers and the Warehouse Officer, schedule and supervise the timely delivery of relief supplies (i.e., prepare monthly and weekly written dispatch plans). 14. Coordinate the preparation of waybills in accordance with the delivery schedule and the stocks remaining at the extended distribution centers. 15. Verify all waybills - tonnages, the categories of stocks delivered by program, the addresses of the distribution centers, center supervisor names and addresses, etc. – before approving for loading and dispatch. 16. Validate Weekly Stock Reports. Ensure that they are correctly filed in a timely manner. 17. Remain informed of all entries and exits of relief stocks from the warehouses. 18. Verify invoices received from private trucking companies against waybills; submit verified copies for review. 19. Prepare the following (among other) reports: CSR, RSR, Loss Reports (Ocean et Internal), other required weekly and quarterly reports. 20. Ensure that monthly physical inventories of all warehouses are conducted as scheduled. 21. Oversee the final disposal of spoiled foodstuffs. 22. Identify and meet the training needs of the CRS and Partner warehouse staff as requested or required. 23. Other tasks as assigned | |
| **Supervisory Responsibilities:** | |
| Warehouse Officer, Warehouse Information Officer | |
| **Key Working Relationships:** | |
| **Internal:** | |
| List the people inside CRS that the individual will work closely with. | |
| **External:** | |
| List the people outside CRS that the individual will work closely with. This section might be blank. | |
| **Competencies:** | |
| 1. Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless. 2. Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals. 3. Builds and maintains mutually beneficial relationships through solidarity. 4. Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission. | |
| **Qualifications:** | |
| **Required:** | |
| 1. High School diploma 2. Training and/or experience in General Management, Logistics, Financial Management, Accounting or equivalent 3. Minimum two (2) years logistics and warehouse management experience 4. Proven experience in planning, organization, staff management and staff development 5. Strong analytical and creative problem solving skills 6. Proven leadership and team-building skills. Demonstrated ability to prioritize, manage multiple tasks, delegate responsibilities and ensure follow-up, and motivate staff 7. Fluent written and spoken English 8. Solid working knowledge of computers and the following software: Windows, Outlook, MS Excel, MS Word | |
| **Preferred:** | |
| 1. Some university training preferred 2. Ability with MS Access highly desired | |
| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** | |