**Job Description**

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| **Job Title:** | Warehouse Officer |
| **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:** | |
| Assist the Warehouse Manager with day-to-day supervision of the warehouse. | |
| **Job Responsibilities:** | |
| 1. Assist the Warehouse Manager with the daily monitoring and supervision of all warehouse activities and warehouse staff. 2. Oversee and record warehouse deliveries and dispatches to ensure quality and quantity of commodities. 3. Verify quality and count of commodities being received and picked up at CRS warehouse. 4. Check all loads before they are dispatched; tally all goods received. 5. Perform random weight checks of goods received; report all shortages and/or damage. 6. Supervise the reconditioning of food commodities received at the warehouse. Assist the Warehouse Manager with oversight of the disposal of unfit commodities, and document correctly all such operations. 7. Perform regular physical inventories of commodities in the warehouse. Maintain inventory records (e.g., stock ledgers, bin cards, etc.). Verify on a daily basis prior to closing the warehouse that stock cards, waybills and ledgers balance for all daily activity. Ensure the proper filing of all warehouse and commodity management documents. 8. Assist with regular inventory control. Produce weekly and monthly stock losses reports, commodity receipt and dispatch reports. Work with Warehouse Manager to develop a rational filing system for rapid retrieval of documents. 9. Liaise with the Warehouse Manager and transporters to ensure smooth dispatch of commodities. 10. Review Delivery Notes (e.g., Waybills), Goods Received Notes, and Loss Reports produced by the Data Input and Reporting Clerk. Submit all verified documents to the Warehouse Manager for approval. 11. Supervise cleaning, maintenance and repair of the warehouse. Conduct regular warehouse inspections to check for the presence of insects and rodents. 12. Ensure accurate and neat stacking of commodities. Train laborers on good stacking methods and commodity handling practices. 13. Ensure the efficiency, accountability and transparency of the warehouse and commodity reception and delivery operations of the CRS Emergency Relief Program in accordance with CRS and donor regulations, policies and procedures. 14. Assist, as necessary and/or requested, with: the reception and dispatch of food and non-food commodities and other relief materials; dispatch planning; logistics and transport operations; distribution center inspections; loss reporting, follow-up and sanctioning; and inland shipping and storage. 15. Encourage and positively reinforce open and continuous coordination and collaboration with the other CRS departments, particularly with the Program Offices and their staff, to ensure that the Logistics Office provides goods and services of the highest quality. 16. Perform other tasks as identified and judged necessary by the Warehouse Manager and the CRS Emergency Response Program. | |
| **Supervisory Responsibilities:** | |
| List the positions this person will supervise | |
| **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. Some training and/or experience in Commodity or General Stock Management, Logistics, Financial Management, Accounting or equivalent 3. Demonstrated knowledge and understanding of generally accepted commodity accounting principles (GACAP) 4. Strong analytical and problem solving skills 5. Proven leadership 6. Ability to prioritize and manage multiple tasks simultaneously 7. Fluent written and spoken English 8. Solid working knowledge of computers and the following software: MS Excel, MS Word | |
| **Preferred:** | |
| 1. University degree highly preferred 2. Ability with MS Access a plus | |
| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** | |