**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | **Warehouse Information 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:** |
| Ensure efficient and timely entry of information into the manual and electronic warehouse stock ledgers, submission of accurate reports on commodity reception and dispatch, and the production of Goods Received Notes, Delivery Notes (e.g., Waybills) and Loss Reports.  |
| **Job Responsibilities:** |
| 1. Enter reception, dispatch and loss data into computer-based and manual reporting formats. Submit all reports in a timely manner to ensure that CRS senior staff are able to review, verify, revise and submit the reports to the CP, regional office, CRS/HQ and/or donors by established deadlines.
2. Prepare Delivery Notes (e.g., Waybills) as per the dispatch plan. File returned Delivery Notes, and process for payment to transport companies.
3. Review and verify accuracy of all reports submitted by Partners prior to consolidation and submission.
4. Liaise with Program Managers, Field Monitors and Partner staff on reporting issues at the field level to ensure understanding and to maintain accuracy.
5. Provide field level training on reporting requirements as necessary or requested.
6. Participate in monthly physical inventories and warehouse storage inspections as requested.
7. Create and maintain filing system to ensure that reports and data are stored in a rational and logical manner. Create a basic database of all cumulative reporting.
8. Occasionally, make field visits to assess, monitor and verify record-keeping at Partner level in order to maintain accuracy and efficiency.
9. Liaise with CRS Program Managers on issues influencing reports, reporting systems and tools.
10. Provide information required for situation report (sitrep) compilation on matters related to distributions, project implementation and progress towards objectives.
11. Produce reports as required or requested by senior staff, Program Managers, Partners and/or donors.
12. Work with Logistics staff to prepare commodity dispatch schedules and to complete required paperwork to ensure timely delivery of correct quantities to the right locations.
13. Follow up on loss claims as requested.
 |
| **Supervisory Responsibilities:**  |
| None |
| **Key Working Relationships:** |
| **Internal:** |
| Warehouse Manager, Warehouse Officer, Program Managers |
| **External:** |
| None |
| **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. Minimum high school diploma
2. Training and proven experience in accounting, statistics, logistics or related field
3. Excellent proficiency in computer usage, particularly with MS Excel and MS Word
4. Strong English language communication and writing skills
5. Good interpersonal and diplomacy skills, and an ability to negotiate
6. Experience in working with project activity and commodities reporting (Commodity Status Reports, Recipient Status Reports, Loss Reporting, etc.)
7. Ability to work independently, within specific deadlines, on multiple tasks
 |
| **Preferred:** |
| 1. Some university study
2. Knowledge of inventory control and warehousing procedures
 |
| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** |