



**Position Title:** Warehouse Assistant (1 Position)

**Reports to:** Procurement Officer - Warehouse and property Log

**Employment Type:** Full-time

**Job Location:** Mwanza

**Travel:** No travel

**Overall, Job Function:**

The Warehouse Assistant will be responsible to execute stock management activities (receipt, storage, and issuance to projects or other departments of medical supplies, tools, equipment and/ or other logistics materials), according to Supervisor's instructions and as per ICAP standards to ensure the overall functioning of ICAP activities. S/he is a key member of the warehouse team and will assist the implementation of quality and timely stock management activities. As part of the ICAP multidisciplinary team, this position will interact with staff from different levels and different departments.

**Roles and Responsibilities:**

*Stock take /Audits (Reconciliation)*

- Plan, monitor and execute the system of cycle counting in the warehouse. Perform counts and ensure all inventory is accounted for and reported according to ICAP SOPs and standards.
- Work alongside service provider to prepare for physical stock takes and bring to resolution all discrepancies post stock takes actions.
- Ensure the alignment of Physical and electronic stock in the warehouse.

*Stock Rotation*

- Monitors and ensures first-in, first-out (FIFO) is adhered to during issuance of items with expiration.
- Check with Procurement Officer on consumption rates and alert if there will be product that is going to expire on the shelves (due to slow consumption).
- Coordinate with Procurement Officer to have the short self-life items donated to facilities with proper documentation which will use the supplies before expiry.

*Other Tasks*

- Receive orders and deliveries, identify, and report potential discrepancies against cargo manifest, purchase orders and other relevant documentation.
- Update and/or create stock cards for all stock items immediately after reception of goods.
- Store materials in accordance with the system in force to ensure continuous availability ensuring that all items are well organized and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Monitor the store temperature and ensuring cold chain items are stored in an adequate temperature. Keep enhanced control of "sensitive" goods: numbers of lots, expiry dates, packaging, and special storage conditions.
- Prepare orders on time before sending goods, and packs (according to transport means) weighs and labels freight with corresponding shipping number, destination, number of shipping units, waybill number, weight, and mode of transport in accordance with the line manager's instructions.



- In conjunction with the line manager, perform physical stock counts in accordance with the frequency previously defined. Following up stock levels with regards to alarms thresholds, stock out and expiry dates.
- Control warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately inform the line manager of any problems arising in the course of the work, particularly regarding damage, loss, attempted break-ins, or theft in the warehouse
- Assist the line Supervisor with preparation of the stock reports.
- Process system IN/OUT transactions in google doc.
- Control trucks before loading (cleanness, safety, etc.). Inform warehouse supervisor in case of nonconformity, supervising loading and offloading of trucks.
- Ensure material handling equipment's (e.g., pallet jack, pallets, shelves, etc.) is meeting standards. Inform warehouse supervisor in case of disorder.
- Perform any other tasks as assigned by supervisor.

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Diploma in material handling management, Diploma in Business Management or equivalent.
- **Required Work Experience:** Minimum 1 year work experience as storekeeper is desirable.
- Working experience with donor funded projects dealing with HIV/AIDS care and treatment is desirable.
- Working knowledge of inventory control metrics
- Possess the ability to work productively, efficiently & effectively with initiative and drive under tight timescales and pressure whilst maintaining attention to details.
- Ability to work independently with strong problem-solving skills.
- Fluent in English and Swahili with good verbal and written communication skills.

To apply please visit: <https://icapacity.icap.columbia.edu/en-us/listing>