

ActionAid Bangladesh is looking for suitable candidate for the following position:

Associate Officer - Warehouse

Unit : Humanitarian Response (Funded by DPRF)
Location of posting : Coxsbazar
Contract Duration : up to 31 December 2021 (Has possibility of extension depending on donor fund)
Number of positions : 01

Job Summary

Associate Officer – Warehouse is primarily responsible for maintaining the warehouse functions with proper documentation as per AAB policy and procedures. The warehouse functions predominantly focus on receiving of goods and materials, maintaining stock records, storing these properly ensuring safety, issuing as per request, monitoring regularly and physically counting the materials periodically, preparing periodical report, taking appropriate actions to safeguard the materials from any sort of loss and damage including the other relevant functions as required from time to time. The incumbent is also responsible for preparing and maintaining all the documents related to every phase of these functions as per policy and preserving these in an organized way so that these can be found out easily and quickly as and when required for future reference and record. The Associate Officer-Warehouse will work under the direct supervision of the Officer-Admin & Logistics and maintain close collaboration with the other concerned department/unit, program and other stakeholders as required to perform the assigned tasks smoothly and timely in compliance with AAB as well as Donor’s policy. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

Key responsibilities include (not limited to)

Receiving Goods and Materials

- Being informed earlier, receive the goods and materials as per schedule.
- Check the receiving documents like Work Order/Challan.
- Offload, check quality and count the materials as per the WO/Challan.
- If quality, quantity, and all other things are found all right as per WO/Challan, receive the materials signing off the proper document, Delivery Challan/GRN etc. as appropriate.
- In case of any discrepancy with regards to quality and quantity, inform the supervisor and the concerned parties and take necessary actions as appropriate with proper documentation.

Storing and Recording

- Enter all the materials in the Stock Register by group/category immediately after receiving per the documents.
- Store the materials in the warehouse by group/category with proper arrangement of safety, security lighting, ventilation etc.
- Store/stack the materials in such a way so that these can be easily accessible for handling and counting as per requirement.

Issuing/Dispatching

- Being informed earlier, issue the goods and materials as per schedule and request.
- Check the issuing documents like Store/Warehouse Requisition duly approved by the authorized person.
- Check quality and count the materials as per the approved Store/Warehouse Requisition and prepare delivery Challan /Waybill accordingly and have these approved by the authorized person.
- Load the materials accordingly and hand over the approved delivery Challan/Waybill to the receiver.
- Update the Stock register and other relevant documents immediately after delivering/dispatching the materials from the Warehouse.

Monitoring, Reporting and Documentation

- Monitor and check the materials regularly and ensure that all the materials in the warehouse are in good condition.
- Physically count the materials periodically and ensure that the physical balance and book balance agree and document it accordingly.
- Prepare periodical report of the warehouse inventory and submit to the supervisor/management.
- Prepare and submit the report to the supervisor immediately after finding any sorts of deviations like loss, damage, expiry of any materials etc. and take appropriate actions to safeguard the materials.
- Prepare and maintain all the documents related to every phase of these functions as per policy and preserve these in an organized way so that these can be found out easily and quickly as and when required for future reference and record.

Safety, Security and Environment of the Warehouse

- Remain vigilant and ensure uncompromising safety and security taking all possible and practical measures as appropriate.
- Ensure that the security guards are on duty as per schedule and perform their duties very carefully with due diligence.
- Prohibit access to the warehouse by the unauthorized persons.
- Maintain record/register with the information of the persons visiting the warehouse.
- Keep the warehouse neat and clean always and green as much as possible.
- Report/Share any concerns and issues related to safety and security with the supervisor immediately and initiate appropriate actions to mitigate the risks whatsoever.

Relationships

Associate Officer – Warehouse will report to Officer – Admin & Logistics.

Required Educational Qualification and Experience

- University Graduate, preferably in business, logistics/warehouse/inventory management or any other discipline.
- Any training course on Warehouse Management, Inventory Management, Supply Chain, Logistics will be an added advantage.
- At least 02 years' experience in the logistics, warehouse, or inventory management field with national/international development organizations or any other organizations.

Technical Skills

- Knowledge of warehouse management and documentation.
- Knowledge of safe storing/stacking and recording.
- Knowledge of warehouse packages and MS Office proficiency.
- Ability to input, retrieve and analyse data.
- Able to work in a fast-paced environment.
- Fluency in local (languages) is preferable.
- Excellent verbal and written communication skills.
- Excellent knowledge of public safety and security procedures/protocols.
- Integrity and professionalism.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Wednesday, 20 October 2021**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent