

OPERATIONS (WAREHOUSE)

ASSISTANT

DUTY STATION: Sarajevo

GRADE: 4

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

The selected candidate will support the work of the Logistics section, with special emphasis the central warehouse and supply distribution system serves the needs of the OHR. The candidate shall maintain a computerized inventory management system to provide accountability for warehouse stock. He/she will work under the general supervision of the Head of the Administrative Management Division and under the direct supervision of the Head of Logistics.

DUTIES AND RESPONSIBILITIES:

1. Receive and check the deliveries from suppliers or transport agents and manage queries/disputes.
2. Match suppliers' purchase orders forms against delivery forms and to inform the purchaser of any inconsistencies.
3. Enter the quantity received and validated into SAP (supply management software);
4. Control the quality of the goods received, ensuring that faulty goods are not accepted.
5. Store the goods and enter their warehouse location according to their specifications.
6. Keep records of expiry dates and ensure adequate stock turnover.
7. Pick, pack and identify goods requested by users
8. Define order preparation planning with Head of Logistics

and Logistics Desk Officer.

9. Transmit the information related to the cargo to the Head of Logistics and Logistics Desk Officer
10. Ensure that warehouse is kept clean and meets safety standards at all times.
11. Organize and maintain good access to goods.
12. Apply (whenever possible) the minimum stock philosophy to avoid dead stock without provoking a stock outage with a long delivery time.
13. Anticipate stock outage by applying the minimum stock order system ensuring the continued functioning of the operation.
14. Organize physical stock inventory according to procedures.
15. Report inventory differences without delay.
16. Enter correct and complete input of the stock movements into database including up-dating stock cards, files and records.
17. Propose partial shipment of goods available on stock depending on the degree of emergency.
18. Provide full assistance to users in Sarajevo and the field at all time, ensuring that their needs are met with the minimum amount of disruption.
19. Inform any change of order immediately
20. Report to the Head of Logistics in case of any unusual requests.
21. Provide regular and ad-hoc SAP-generated reports to the Logistics Desk Officer and Head of Logistics, as requested.
22. Assist the Head of Logistics and the Inventory group in inventory related issues.
23. Ensure proper labeling of goods (using SAP generated bar codes)
24. In the absence of Operation Assistant (Audio Visual Equipment):

- Set up, test and operate audio/video equipment.
- Prepare technically correct audio and video duplications in appropriate file format for web publishing;
- Convert different video and audio formats into required format with Adobe Premier and Adobe after effects. Frequent use of high tech equipment (video editing computer);
- Talk with AV users and instruct them on microphone use;
- Install, trouble shoot, and perform minor maintenance on equipment and systems;
- Meet with AV users to assist in planning of audio-visual and associated needs;
- Monitor audio/video signals to detect quality deviations or malfunctions.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Completed secondary education;
- Professional experience of at least three years in a similar role in an international organization;
- Fluent written and oral English;
- Excellent IT skills;
- Knowledge of and experience in AV and other high-tech equipment preferred;
- Strong organizational and communication skills;
- Flexibility and ability to work under stress and to work long hours;
- Physically fit; able to carry and move heavy loads regularly;
- Organized and methodical person, ability to work independently;
- Driving license

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771
application@ohr.int

E-mail:

Reference number: 2005/008 must be quoted
Closing date for applications: 23 January 2005

Only short-listed candidates will be contacted
No telephone inquiries please