

# Warehouse Assistant – Administration and Finance Department

## PURPOSE AND SCOPE OF POSITION

The selected candidate will support the work of the General Services section, with special emphasis on warehousing procedures. He/she will work under the general supervision of the Head of the Administrative Management Division and under the direct supervision of the General Services Manager.

## DUTIES AND RESPONSIBILITIES

1. Receive and check the deliveries from suppliers or transport agents and manage claims.
2. Match suppliers purchase orders forms against delivery forms and inform the purchaser.
3. Enter the quantity received and validated.
4. Store the goods and enter their location according to the specifications.
5. Keep the records of expiration dates and ensure adequate stock turn over.
6. Collect, pack and identify goods.

7. Define order preparation planing with Warehouse Officer and Logistics assistant.
8. Transmit the information related to the cargo to the Warehouse Officer and Logistics Assistant.
9. Ensure that warehouse is kept clean and meets safety standards at all time.
10. Organize and maintain a good access to goods.

#### PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. Completed Secondary Education
  2. Minimum of two years of work experience in a similar position
  3. Good knowledge of written and spoken English
  4. Organized and methodical person
  5. Ability to work independently and in a team
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1. Willingness to work long hours
  2. Good physical condition

Any personnel with the above qualifications should provide (in

English) a CV with a one-page cover letter and references to the following:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 870/01

Closing date for applications: November 12<sup>th</sup>, 2001

Only short-listed candidates will be contacted

No telephone enquiries pleas