LM02002
WAREHOUSE MANAGER

Level 9

Reports to (Hierarchical)
Logistics Coordinator or Supply Chain Coordinator / Supply Chain Team Leader

Reports to (Functional)
Logistics Coordinator or Supply Chain Coordinator /Supply Chain Team Leader

Job Family
Logistics and Supply

Main Purpose
Defining, coordinating and monitoring all Warehouse and Stock Management activities in the mission according to **MSF** protocols, standards and procedures in order to ensure an optimal running of the mission

Accountabilities
- In collaboration with the Supply Chain Team Leader defining the Warehouse and Stock Management activities and planning the annual budget in order to identify and optimize the response to the needs of the mission and the targeted population.
- Monitoring the implementation of the Warehouse and Stock Management activities, following up of the medical and logistics stocks, ensuring compliance with **MSF** standards, protocols and procedures, and reporting to the line manager on the development of the ongoing programmes. This can include the following:
  - Ensuring all equipment and premises are adapted to the proper storage of goods in compliance with the customer's requirements and Good Distribution Practices
  - Ensuring that physical and administrative management of the products inside the warehouse are properly managed in conjunction with the owners of the stocks (SOPs, flow management, IS warehousing tool, inventories...)
  - Ensuring the safety and the security for goods and people inside and outside the premises under his/her responsibility
  - Analyzing monthly/quarterly warehouse data, identifying problems, and proposing solutions to line manager, owners of stocks and pharmacist
- In collaboration with the HR Coordinator, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required to correctly perform all supply activities pertaining to his area
- Ensuring technical support for his area of activity and providing coaching to staff under his/her responsibility. Managing his team and elaborating their activities planning (Warehouse supervisor, storekeepers and log-helpers.)
- Participating in monthly reports according to guidelines
- Performing delegated tasks according to his her speciality and as specified in his/her job description

Education

Secondary education, desirable warehouse management related studies, procurement, or certificate in clearing and forwarding or related fields

Experience

- Essential at least two years of working experience in related activities.
- Desirable previous experience with **MSF** Logistics or Supply Department or other NGOs, and working experience in developing countries

Language Level Description
B2 Independent User
Vantage or upper intermediate

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

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