

Warehouse Inventory Volunteer

Location: [Africa] [Lesotho]

Town/City: Quthing

Category: Administration/Corporate Services

Job Type: Fixed term, Full-time

Position: Warehouse Inventory Volunteer

Location: Leribe and Berea

Duration: 2 Months

Number of Positions: 2 Positions

Purpose of the Position:

To receive and dispatch food commodities, and track and maintain stocks levels and inventory

Major Responsibilities:

- Receive, store and dispatch food commodities
- Fulfil purchase orders
- Record and track food commodity levels

- Monitor distribution of food commodities
- Maintain stock records using a ledger and waybill book
- Draw up inventories
- Check supplies against invoice and purchase orders
- Undertake weekly stocktakes
- Update stock cards for inventories

Knowledge and Skills

- Must enjoy clerical and numerical duties
- Planning and time management ability
- Must have good communication skills
- Attention to detail and accuracy is highly desired for this role.

Education and Experience

- A tertiary qualification preferably a bachelor's degree in social sciences, information management or any related field. Candidates who possess a diploma in the same disciplines with experience in World Vision's food programs may be considered for this role and **experience 2 years in food programs.**

Conditions

- You will be base in a warehouse or stock collection area. You may be required to stand for long periods of time when you are checking stock.

Preferred Skills, Knowledge and Experience:

- Good Communication skills
- Good Interpersonal Skills
- Must be a committed Christian, able to stand above denominational diversities.
- Attend in daily devotions and weekly Chapel services
- Perform other duties as required

Working Environment / Conditions:

- The position requires ability and willingness to travel domestically and internationally up to 20% of the time.
- Work environment: Field-based
- On call: 20%

Preference will be done to candidates who reside within the area.

Competitive with market standards