

Logistic Assistant

Location: [Europe & the Middle East] [Albania]

Town/City: Korca

Category: Supply Chain

Position: Logistic Assistant

Work location: Korca

Deadline of applications: 2 March 2021

Type: Fixed Term, Full Time

Purpose of position

Provision of wide range of support services to City of Children Centre. The position will be in charge of vehicle maintenance as per the World Vision vehicles policies.

Major Responsibilities

Logistic Support

Provide logistics support for meetings and workshops on-site and offsite.

Organize the required transportation of commodities.

Ensure availability and appropriate warehousing areas for the program.

Monitor the assets inventory of the City of Children programs as per WV policies. Reports

submitted twice per year.

Support Program Coordinator with travel plans of staff, children, activities, etc. supporting all traveling needs.

Collaborates with the Program Coordinator, Office Administrator & other staff to timely submit the Purchase Requests (PRs) and follow up the progress. Assist staff in defining goods technical specifics especially for new items.

Reviews/Checks and receives all delivered goods/ materials/ services as per Purchase Request (PR) and ensures quality of goods and accordance with all relevant documents (Contracts, PR, and PO). Ensures safety of goods and submits goods to staff.

Collect GRNs from the receivers in the project site and submit them to the Procurement Department for the timely payment to the suppliers.

General Administration

Liaise with the landlord of the centre premises and other operational contacts such as janitorial services, security company, courier services etc. in keeping the City of Children centre fully functional.

Ensure functionality of telephone, intercom & internet system with the support of service providers and National Office IT dept.

Prepare payments for utility bills, visitors' accommodation and centre. Office maintenance related bills, etc.

Maintenance of first aid kit with adequate items.

Maintenance of centre equipment and overseeing repairs.

Ensure functioning of the centre security system and key management.

Knowledge/Qualifications for the Role

Required Professional Experience

Minimum 1 year of experience in NGO sector or business sector related to Administration & Logistic.

Required Education

A basic degree with at least 1 years of experience

A Diploma in Business Administration or any other relevant field with 2 years' of experience in NGO / business sector related to Administration & Logistics.

Valid driving license Category B

Preferred Knowledge and Qualifications

Flair for public relations. Cross-cultural sensitivity and good interpersonal skills. Excellent interpersonal skills and demonstrated ability to work as a member of a team. Fluency in computer literacy

Note: *While we appreciate all applications received, only those selected for the next phase of recruitment process will be contacted.*