

Admin and Supply Chain Management Assistant

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

Town/City: ?anliurfa

Category: Administration/Corporate Services

Job Type: Fixed term, Full-time

Position Title: Admin and Supply Chain Management Assistant

JOB PURPOSE:

This Position is to cover the program support department tasks in turkey. Mainly it will be covering the Admin, Logistics and SCM

She/he will be working on daily basis with the colleagues in turkey and with the Admin, Logistics and SCM Managers in Amman to provide support to WVI operations and projects in Turkey and NWS.

MAJOR RESPONSIBILITIES:

Admin:

- Maintains stock of supplies by anticipating work requirements, ordering supplies, and distributing supplies where necessary.
- Maintains accurate records and enters data.
- Assists with organizing events when necessary.
- Arranges meetings by reserving rooms and managing refreshments.

- Updating paperwork, maintaining documents and word processing such as office lease.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Resolve office-related malfunctions and respond to requests or issues.
- Coordinate with other departments to ensure compliance with established policies.
- Miscellaneous tasks to support their manager, which will vary according to the sector and to the manager's
- remit, eg completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research.
- Attend relevant working group & cluster meetings and keep superiors updated (Admin working Group and Logistics Cluster Coordination meetings)

SCM

- Conduct market assessment, including searching suppliers in the market

- Supplier communication, communicate with suppliers on deliveries, follow up using Turkish language
- supplier's verification, including suppliers visits and information collection
- Help in announcing procurement tenders inside Turkey, including documents translation
- Follow up with internal stakeholders in Turkey office
- Collect samples and return supplier samples for technical evaluation purpose
- Help for the verification of shipping documents?(TPL)

Logistics

- Manage all WVI assets in Turkey that is located in Turkey. This will include handing over the assets for new staff as well receiving the assets from the departing staff.
- Ensure all WV Turkey assets are well managed as per asset management policy
- Manage the Shipping and clearance process from Turkey to NWS and the opposite. This will include verifying the shipments documents and processing the custom clearance from the Turkish side.
- Manage the vehicle rental process in Turkey.
- Ensure proper management and allocation of office vehicles while ensuring that they are tracked, parked and are secure at all times in the area office
- In coordination with drivers on ground ensure timely monthly reports are prepared on vehicle mileage, fuel consumption reports, repairs and maintenance

- Implement a supplier visit to check the quality of the goods before shipping it to NWS. This will be including the admin arrangements like accommodation and transportation.
- To attend the logistics cluster and represent WVI in turkey for logistics affairs.
- To implement visits to the partner's facilities to check on assets and stock.
- To liaise with the Turkish government for any needed approval for shipping any goods to turkey.

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience:

2 years' experience in a similar position in humanitarian sector.

Required Education, training, license, registration, and certification:

Diploma in business admin, Logistics or similar field.

Preferred Knowledge and Qualifications: Shipping, Admin and Supply chain

Language Requirements: Arabic, Turkish & English