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**Job Description**

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| **Position:** | Warehouse Assistant |
| **Reports to:** | Warehouse Supervisor |
| **Location:** | Babil, Mahawil district |
| **Duration:** | 01 January 2022 – 30 April 2022 |
| **Start date:** | 01 January 2022 |
| **Deadline for Submission** | 22 December 2021 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of the Warehouse Supervisor position is to implement day to day support functions. Warehouse assistant will be reporting to Warehouse Supervisor.  The position will be based in Babil, Mahawil Area Office.

**Responsibilities**

* **Key Responsibilities**
* Supervision on the loading and unloading items from delivery trucks.
* Checking that the correct quantity and type of goods have been received
* Recording any damaged, missing or faulty goods
* Signing the delivery form from the suppliers, once satisfied that the goods are complete
* Storage & stock control.
* Allocating storage space to goods in the warehouse.
* Relocating and re-stacking goods to make space for a new delivery
* Keeping records of goods, their location and quantity
* Re-ordering if stock levels fall too low
* Compliance with security procedures and health & safety inside the warehouse.
* Maintenance of stable conditions or temperatures (especially for perishable food items)

**Qualifications**

* **Job and person specifications**
* A secondary school degree or university degree preferably related to logistics
* At least one year of experience working in warehousing management.
* Good experience in the usage of computers and office software packages (MS Word, Excel, outlook).
* Excellent interpersonal and communication skills
* Ability to work under pressure.
* Self-motivation, strong team spirit, and leadership skills.

**Notes:**

* The post will be for (4) four months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Babil, Mahawil district & Baghdad, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 22 December 2021 and to the following emails

[ali.salem@orokom.org](mailto:ali.salem@orokom.org)

[director@orokom.org](mailto:director@orokom.org)

* This position has been advertised on the following website and social media: <https://orokom.org/> and <https://www.facebook.com/Orokom.iq/>