



Job title	Warehouse assistant
Department /Field of experience	Logistic management.
Role type	National
Travel involved	In-country
Duty post	Mamfe
Length of Contract	12 months
Salary	Competitive

Job Description/Scope of work

Responsibilities

- Perform logistics and administrative functions of the department.
- Work closely with finance and procurement department.
- Perform monthly stock take and ensure stock accuracy.
- Ensure optimize space utilization and workplace safety.
- Ensure proper documentation identification for all items in warehouse.
- Report if there is any physical damage of stock received.
- Check incoming supply of stock.

Qualifications/Competence

- a.) University degree and have a diploma in logistics, supply chain management or business administration.
- b.) 2 to 3 years of warehouse experience.
- c.) Good knowledge of Microsoft office.
- d.) Positive work attitude and able to work under pressure.
- e.) Excellent interpersonal and communication skills.
- f.) Fluent in English and French.

All positions are fully open for one year with possibility of renewal based on available funds Send your CV and cover letter to human_r@ameffoundation.org. The subject should be the **position you are applying for**. **Deadline for application 20th January 2021.**

Thank you in advanced for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted **two (2) days after the deadline, consider your application unsuccessful.**