



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

Job Description/Scope of work

Responsibilities

- Strategically manage warehouse in compliance with AMEF policies and vision.
- Oversee receiving, warehousing, distribution, and maintenance operations.
- Initiate, coordinate and enforce optimal operational policies and procedures.
- Manage stock control and reconcile with data storage system.
- Plan work schedules assign tasks appropriately and monitor the results in the warehouse.
- Produce reports and statistics regularly (in and out of stock status report, dead stock report etc).
- Setup layouts and ensure efficient space utilization.
- Adhere to all warehousing requirements.
- Maintain standards of health and safety, hygiene, and security.

Qualifications/competence

- a.) University degree and have a diploma in logistics, supply chain management or business administration.
- b.) Expertise in warehouse management procedures and best practices.
- c.) Proven ability to implement process improvement initiatives.
- d.) Leadership and management skills and ability.
- e.) Strong decision making and problem-solving skills.
- f.) Excellent communication skills.
- g.) Experience with warehouse management software and database and good knowledge of warehousing key performance indicators.
- h.) 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.**