

Store Keeper

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Nov 02, 2024

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Employment Status : Full Time

Experience : Any

Salary : As per NTA

Gender : Any

Career Level : Any

Qualification :

Job Description

About BARAN:

Bu Ali Rehabilitation and Aid Network (BARAN) is a nongovernmental, non-political and independent organization. BARAN has been established in 27.7.2006 registered with the Ministry of Economy (MoEc), Ministry of Public Health (MoPH), Ministry of Education (MoE), Ministry of labour, Social Affairs, Martyrs and Disabled (MoLSAMD). In order to deliver standard health care, social and educational services including conducting researches. Special attention is given for the community development by promoting capacity building programs.

Job Description:

Under the overall supervision of the Head of warehouse officer, the incumbent will be responsible for the following:

Main duties and responsibilities:

- Ensure the BARAN standard procedures for handling and storage of equipments, technical and non-technical commodities are followed
- Ensure constant checking/inspection of stored commodities is carried out on daily basis.
- Ensure stocks of commodities are in good conditions.
- Maintain accurate records (stock register) of all the commodities stock
- Prepare waybills for all out-going items.
- Using of logistics standard format.
- Physically inspect regularly stock and their contents and report the needy items.
- Closely supervise the Porters and ensure that no hooks are used during loading/unloading.
- Draft correspondence related to above duties as required.
- Any other task required,

Job Requirements:

- High School graduated.
- The candidate must have minimum 03 years of field operation experience in relevant or similar assignment

Other skills required:

1. Efficiency, result-oriented and excellent management capabilities.
2. Ability of problem solving and conflict resolution;
3. Capacity to perform effectively under pressure and harsh conditions; ability to handle
4. confidential and politically sensitive issues in a responsible and mature manner;
5. Excellent capacity development and teamwork skills; cross-cultural and gender sensitivity;
6. Ability to travel throughout country;
7. Respect confidentiality of organization;

Submission Guideline:

Interested and qualified candidates should submit an application letter with updated CV to our HR department only via email:

Note: please add the title of position on which you applies for, in the subject line of your email.

Submission Email:

recruitment@baran.org.af

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
