

JOB DESCRIPTION

Position Title : Logistics Assistant

Reporting to : Deputy Head of Logistic, Safety & Security Management Department (LSSD)

This list is by no means exhaustive and will be subjected to change from time to time as and when required.

Key Responsibilities:

- Maintain an updated inventory at all times which gives accurate information on stocks held in storage
- Assist to carry out regular stock checks to ensure all items/ equipment are accounted for as per inventory
- Assist Health team for dispose expired medications in regular basis
- Ensure all items selected for issues are packed correctly and delivered timely to the respective destinations
- Be present at warehouse to assist the mobile medical teams with loading and unloading at ANYTIME
- To ensure all Emergency Medical Team (EMT) equipment's and stores are stored properly in the designated warehouse
- Responsible for managing the warehouse housekeeping to provide a clean and safe environment for warehouse operations
- Preparing and fill up documentation such as packing list and invoice for all program/mission
- Ensure that all correspondence related to logistics activities are filled in properly and kept in a safe location
- Manage fleet management (regular services, car movement schedule, Fuel, Touch N Go). Must be recorded and kept properly
- Undertake any other duties of compatible natures as may be required from time to time
- Whenever needed act as field logistician/driver for assessment/ relief teams
- Any other works directed by the Head & Senior Logistics related to MERCY Malaysia

Requirement:

1. Minimum SPM
2. Two years experience in warehousing and inventory management, logistics roles.
3. Have driving license (B2/D)
4. Male or Female (must be physically fit)
5. Independence, efficient, effective, responsibility on task given, good team work.