

**CRS Myanmar Job Announcement: Warehouse officer
(1 position - Based in Mandalay) (3 months renewable)**

Job Title: Warehouse Officer	Reports to: Senior Administration and Procurement Officer
Department: Operations	Salary Grade: 6

About CRS

CRS is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

You will help coordinate activities related to warehouse maintenance and goods receipt, storage handling, monitoring, and dispatch in support of the delivery of high-quality programming to the poor and vulnerable. You will help ensure goods entrusted to the organization by donors are maintained by established standards and in compliance with CRS and donor regulations, and international and local supply chain accountability standards and requirements.

Roles and Key Responsibilities:

- Coordinate activities to ensure warehousing/storage facilities and all necessary equipment and supplies are secured and maintained in excellent physical condition and quantities for proper storage and safeguarding of goods. Conduct routine daily inspections and take immediate action to eliminate damage and deficiencies.
- Help coordinate to schedule the timely receipt, dispatch, and delivery of goods to extended distribution points and/or partners. Maintain up-to-date information on the status of the movement of relief goods.
- Help coordinate receipt (offloading, checking and verifying quantities/weight and quality) and dispatch (packing, labeling, loading); and ensure verification, preparation, and maintenance of accurate, complete, and up-to-date documentation on all goods received and shipped.
- Plan and supervise the work of casual laborers.
- Oversee and assist storage and inspection of goods to ensure they are in excellent condition. Provide support in damage and/or loss handling and replenishment of goods to ensure adequate stock levels are maintained in accordance with program needs.
- Support an efficient and reliable inventory stock control system for goods and warehouse materials/equipment and oversees maintenance of an up-to-date stock ledger.
- File and distribute documents as required and assist with the preparation of reports related to goods movements, damage, or loss, inventory stock control, and warehouse activities.
- Undertake any task as directed by senior management, depending on the need.

Basic Qualifications

- Minimum High School diploma required or degree in supply chain management is prefer.
- Minimum of 2 years' work experience in inventory or warehouse coordination, preferably with an international organization.
- Knowledge and understanding of inventory management and control principles.
- Ability to manage manual workforce
- Proficient in MS Office package (Excel, Word). Experience with database management systems (e.g. MS Access) is a plus.

Required Languages - Burmese: Fluency required. English: Intermediate proficiency

Travel - Must be willing and able to travel up to 25%.

Knowledge, Skills and Abilities

- Good coordination, prioritization, and time management skills
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good communication and relationship management skills
- Proactive, resourceful, solutions-oriented and results-oriented

Preferred Qualifications

- Training in Administration, Accounting, Procurement, General Stock Management, preferred.

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one’s own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Supervisory Responsibilities: None

Key Working Relationships:

Internal: Country Representative, Country Manager, Head of Operations, Program teams, Administration, procurement and Finance teams, visiting Technical Advisors

External: Vendors, suppliers, local partners

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS’ processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.

CRS is an Equal Opportunity Employer

Interest candidates should submit their CV and cover letter, **on or before 23rd April 2025.**

To CRS recruitment email: mm.recruitment@crs.org

By applying to this job, the applicant understands and acknowledges that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, the applicant understands that if s/he is a successful candidate, s/he will be subject to a comprehensive background check, and their personal/professional references will be asked to evaluate their behaviors related to the above safeguarding-related topics.