

THE COMPANY

Our client is engaged in a number of donor funded projects in Namibia which are funded by the U.S. Government. They provide technical assistance to the Ministry of Health and Social Services (MOHSS) and other stakeholders in the areas of public health surveillance, research, health management information systems and programme monitoring and evaluation.

Our client currently has an opportunity for an experienced professional to serve in the following position:

WAREHOUSE CONTROLLER 12-MONTH CONTRACT

THE POSITION

Are you someone who understands and implements best practice in delivery and warehouse operations? Do you have a background in working with health supplies and the ability to assist in driving and implementing change in a complex environment? If yes, then the above-mentioned position is for you. You will report directly to the Procurement and Logistics Specialist and will be accountable for managing the control and replenishment of laboratory supplies and equipment. One of the main aspects of this role is maintaining stock levels within the budget as directed by your supervisor and carrying out warehousing activities in compliance with defined standards and procedures. This is a hands-on position, with an emphasis on attention to detail.

KEY AREAS OF FOCUS:

- Coordinate procurement, inventory management and warehousing functions
- Manage receiving, warehousing, and distribution operations
- Control laboratory supplies, equipment, inventory levels and reconcile these with the inventory management system
- Maintain standards of health, safety, hygiene and security by ensuring compliance with health and safety legislation
- Implement company policies and ensure timely valuation of the inventory
- Identify areas of improvement
- Stock control
- Ensure all inventory and stock management systems are maintained accurately, within agreed parameters and in a timely manner
- Timely feedback and Report writing

THE PERSON

Minimum requirements:

- At least a National Diploma in Procurement and Logistics or equivalent qualification from a recognised tertiary institution with a strong pharmaceutical background
- 3 years with proven medical or pharmaceutical work experience
- A Code B Driver's License

Competency and Skills required:

- Problem solving ability using logical, systematic, and sequential approaches
- Adapt to change when required
- Good understanding of health and safety within a warehouse environment
- Proficiency in warehouse management procedures and best practices
- Ability to work independently
- Sound Ms Offices knowledge specifically Excel. Knowledge of QuickBooks and ICAP inventory systems would be an added advantage
- Strong time management skills

INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience. The closing date for applications is **02 December 2016** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV to **admin8@potentia.com.na** for the attention of the Acting Manager: Recruitment, Ms Theophilia Shilongo. In the event that you do not receive an acknowledgement of your application within 5 working days, please contact us on 061 381 000. **Kindly be advised that all applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.**



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