WAREHOUSE SUPERVISOR FSN-07/FP-07 (GSO) VACANCY ANNOUNCEMENT LIMA-2018-04-23 MAJOR DUTIES AND RESPONSIBILITIES

90% of time: Property Management

Supervises, coordinates, and is responsible for the physical issuance/delivery of approximately \$14 million worth of furniture, furnishings, appliances, and office equipment to Mission offices and 217 residences located throughout Lima. Receives property from the Receiving Clerk. Is responsible for the accountability of all non-expendable property stored in the warehouse, the proper delivery of the property issued to end-users, and the return of accountable property sent back to the warehouse. Ensures that all property leaving and entering the warehouses has the appropriate DS584 or DS 583document signed by the (APO). Reviews the asset management database to be certain that requested furniture/furnishings can be issued; notifies the property supervisor of any discrepancies. Responsible for the MyServices requests and communicates and coordinates the deliver or pick up of items requested through MyServices. Works closely with Maintenance and Housing for the "make ready" before new tenant arrivals. Sets appointments, schedules work, and supervises ten team members. Assists team members to adapt to new regulations and best practices in an ever-changing, fast-moving environment where customers demand quick and efficient service.

Manages warehouse and other storage space for non-expendable property. Supervises the maintenance of the storage areas, ensuring they are in a clean and organized condition, and that they are secure. Ensures that non-expendable property is protected from dust, dirt and other harmful environmental conditions, as well as from theft or pilferage, and is ready for immediate issuance. Controls warehouse premises. Limits access to authorized personnel and escorts official visitors. Controls warehouse alarm system in conjunction with alarm system contractor. With the post fire and safety officer develops appropriate fire and safety procedures within the warehouse. Acts as fire warden for the Warehouse. Makes sure that all workloads and requests are in compliance with 14 FAM and 15 FAM and ILMS pertinent SOPs in asset management.

Responsible for the proper use and maintenance of the warehouse vehicles and lifts. Identifies and prepares list of items recommended for disposal to the Warehouse Supervisor and the Accountable Property Officer (APO). Prepares lots for items identified for property disposal. Monitors and ensures compliance with local and Department disposal requirements, particularly of fire extinguishers, metal, paper, recyclable, and harmful goods. Safeguards records and documents stored in the warehouse waiting for the mandatory time limits before disposal/destruction.

In coordination with the Warehouse Supervisor, assigns work to contract movers, limiting assignments to property relocation which cannot be done by the warehouse staff during high season.

10% of time: VIP visits

Coordinates delivery service for VIP visits, including set-up and break-down of temporary offices. Sets up control and hospitality rooms and maintains close follow-up of supply delivery during the entire VIP visit.