

Common Unit to Fight against AIDS, TB & Malaria



Investing in our future
The Global Fund
To Fight AIDS, Tuberculosis and Malaria

JOB DESCRIPTION

1) POSITION PROFILE:	
Designation: Warehouse Picker and Packer	Grade: SS1
Name:	Division:
Department: Procurement and Supply Chain Management (PSCM)	Location: CMU Warehouse Islamabad
2) ORGANIZATIONAL RELATIONSHIPS:	
Reports To: Manager Warehouse & Distribution	Direct Reports to: Warehouse Office Assistant
	Indirect Reports to: Manager Warehouse and Distribution
<p><i>This Job Description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as an exhaustive description of all the work requirements inherent in the job.</i></p>	
3) GENERAL JOB OBJECTIVE:	
<ul style="list-style-type: none"> To assist the Warehouse Office Assistant in warehousing activities and in warehouse operational labor work. Provide assistant and support in warehouse labor activities in an effective manner. 	
SCOPE OF SERVICES/RULES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> Pulls and packs product based on daily orders. Meets specifics of customer orders in a timely manner. Keeps products separated, organized and in good rotation. Monitors product quality frequently, reporting problems to mitigate safety issues. Receive orders for outgoing shipments. Find the products on our warehouse shelves Pack the products and apply a label. Scan the label and put the package on an outgoing truck Log orders to keep the inventory up-to-date. To assist warehouse staff in shipping and receiving trucks. To obtain work orders from supervisors and chart out daily activities. Report any damaged items to the supervisor immediately. To make sure that appropriate information is supplied in the receiving log including lot and item identification numbers. Ensure cleanliness and maintenance of the warehouse on a constant basis. Any task assigned by Manager Warehouse. 	
4) WORK INTERACTIONS:	
Within Division or Department	Purpose
<ul style="list-style-type: none"> CMU warehouse 	<ul style="list-style-type: none"> Operations of CMU warehouse.
Outside the Organization	Purpose
<ul style="list-style-type: none"> Coordination with arranged vehicle labor and driver Supplies receipts information and dispatch update with firm Logistic staff. Supervisor 	<ul style="list-style-type: none"> Pulls and Packs product To assist warehouse staff in shipping and receiving trucks. Stacking, picking the product as per packing list. Loading and offloading of shipments Cleanness of stacks.
5) QUALIFICATION & EXPERINCE:	

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Qualification	Skill Set
<ul style="list-style-type: none">• Middle Pass• Mx. Age 35 years	<ul style="list-style-type: none">• Ability to work in al circumstance.• Capability of hard labor work.• Hazard materials handling skill.• Knowledge about safety measure.
<p data-bbox="363 365 516 394" style="text-align: center;">Experience</p> <ul style="list-style-type: none">• Minimum 2 years past experience of cargo handling, loading/offloading, staking in a warehouse.	