

Warehouse Coordinator

Closing date: **June 18, 2023**

Offene Arme e.V. (Chios) – Warehouse Coordinator

Job Title: Warehouse Coordinator

Location: Vagia 122, Kampos 82100, Chios, Greece

Prerequisite: Need to be a EU Visa holder for the full length of your stay

Please note that Offene Arme cannot provide documents to enable your stay - we can only accept applicants who do not require a visa or residence permit to stay in Greece.

Offene Arme e.V. is a well established locally based NGO which mainly focuses on distributing clothes, food and hygiene products to the ever changing population of refugees and asylum seekers on the island of Chios.

We are looking for an open-minded, flexible and stress resistant person to join our coordination team, happy to work in a small and diverse team of volunteers and able to adapt to an ever-changing environment.

Purpose: The Warehouse Coordinator will work closely with the Field Coordinator and Free Shop Coordinator taking responsibility for all supplies entering and leaving the warehouse and free shop, and for the management of the premises and maintenance of a safe environment for all users of the building and surrounding outdoor area. The OA warehouse exists to serve all our projects and to enable OA to respond quickly and effectively to changing needs and demands. It is where we receive, sort, and store all our supplies for distributions to the asylum seekers and refugee population on the island. It shares the building and works in very close cooperation with the OA free shop.

Key Responsibilities:

Stock:

- Ensuring that all supplies and donations received are treated with respect and distributed in a fair and equal manner
- Ensuring that all deliveries are managed following the Offene Arme (OA) delivery procedure
- Managing the stock supply in the warehouse, the free shops, the local shop and for emergency distributions
- Having an overview of stock levels and immediate and longer term requirements
- Documentation of incoming and outgoing stock and donations
- Overseeing sorting, sizing and quality monitoring of all NFIs according to the standards of OA
- Along with other coordinators, responding to the current needs of the organisation and any ad hoc duties as required

Other:

- Induction and training of volunteers in all aspects of the roles in the warehouse
- Prioritising and delegating roles in the warehouse area
- Maintaining a safe physical environment for all users of the shop and warehouse
- Monitoring and maintaining supplies of disposable items for the warehouse and the shops i.e paper tape, shopping bags, cleaning materials
- Provide daily updates to the team
- Attending regular and emergency coordination meetings
- Providing weekly activity reports for social media, and other updates as required
- Working with partner organisations as required

Shared Responsibilities:

- Planning and preparing for distributions - with the Field coordinator and Free Shop distributions coordinator
- Ensuring the cleanliness and security of the building throughout the day - with the Free Shop Coordinator
- Providing transport where required - with other drivers
- Assignments of roles and delegation of tasks on a daily basis - with the Free Shop Coordinator
- Organising/attending daily meetings and additional meetings and debriefings as required - with the Free Shop Coordinator and Admin Coordinator
- Take regular photographs of the team and the work we do - with other coordinators
- Managing the OA vehicles to ensure they are looked after properly, including regular check ups - with other coordinators and drivers

Key Skills:

- Ability to work well as part of a team and follow the rules of the organisation and lead by example
- Experience of stock management and logistics
- Knowledge of health safety and security
- Confidence when delegating daily tasks and managing volunteers

- Good communication with the field coordinator and the coordination team
- Ability to adapt and respond quickly to changing situations
- Competency with Google suite especially Google sheets
- Fluent in written and spoken English (professional level)
- Knowledge and understanding of the situation in Chios and across Greece
- Clean driving licence (desirable)

Reports to: Field Coordinator

Length of Appointment: Minimum 4 months (6 months desirable)

Benefits: Free accommodation, €350 per month stipend

How to Apply

Please note that all coordinators are subject to a two week trial period as a volunteer when they begin (one week in the organisation as a general volunteer followed by a one week handover). During this time you will be required to find your own accommodation and the monthly stipend will begin at the end of this trial period.

Please consider that Offene Arme is not able to sponsor candidates for obtaining a visa. You must hold a valid visa to volunteer in Greece.

The trial period for this role commences on the 24th of July 2023.

If you are interested in this position then please send us your CV and your application letter to cesrt@offenearme.org. Please don't hesitate to contact us with any questions. We look forward to hearing from you!