

Position: Senior Warehouseworker

BASIC FUNCTION OF POSITION

Lead a team of five warehousemen to carry out non-expendable property movements including all residential make ready actions: moving of residential furniture, furnishings, appliances and equipment (FFA&E) and office equipment among warehouse, residences and office. Assist non-expendable property Storekeeper and Receiving Clerk in carrying out physical receipt of large non-expendable items. Collaborate with non-expendable property Storekeeper for tracking of all non-expendable property movements.

MAJOR DUTIES AND RESPONSIBILITIES

1. Lead a team of five warehousemen to carry out NXP supply movements, including but not limited to moving residential furniture, appliances, and office equipment among warehouse, residences, offices and event locations while upholding USG safety standards. Assist NXP Storekeeper in all residential make ready actions. 40%
2. Document and submit NXP transaction reports to NXP Storekeeper. Assist NXP Storekeeper and Receiving Clerk in carrying out physical receipt of large NXP supplies. Assist in conducting inventories, auctions/sales and affixing bar code labels. Organize FFA&E in NXP warehouse and keep the warehouse in good order at all times. Ensure USG property is properly cleaned and safely arranged in stepvan before delivery to the requester. 30%
3. Serve as a point of contact for all event set-ups at Embassy, official residences, and other event locations. Safely erect and dismantle Embassy's outdoor tents and scaffolding at required location and move the components between warehouse and required location. 20%
4. Act as a backup to the NXP Storekeeper in his absence. 10%