



**Supply items Delivery/Pick-up:**

Unloads incoming supplies, office and household furniture, and equipment. Opens packing boxes-or storage crates and breaks down pallet loads. May apply protective coatings to certain supply items. Moves supplies to proper storage areas, using fork lift trucks, hand trucks, and other materials handling equipment. Fills requisitions in accordance with instructions, picking items from storage areas, segregates and assembles them, and moves them to the warehouse checkout point. Assists in checking storage areas to insure that items of supply are properly stored in the correct locations, and that no safety or fire hazards exist. Drives Warehouse vehicle in performing the above-mentioned duties. 75%

**Site Management:**

Keeps storage areas clean including organization of warehouse to comply with Post Policy and Safety regulations. Performs routine cleaning of warehouse space. Assists in conducting inventories. 15%

**Additional Responsibilities:**

Embassy Event support and visit, aid in delivery/removal of event materials including set-up/take down of equipment. Other duties as assigned. 10%

\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Completion of high school is required.

b. Prior Work Experience:

Minimum six months of warehouseman experience or an equivalent combination of warehouseman and laborer experience are required.

c. Post Entry Training:

Incumbent will receive training in receiving, property management, and International Cooperative Administrative Support Services (ICASS) service standards, as well as customer service and minimal Non-Expendable Property Application (NEPA) training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level II (limited knowledge) speaking/reading/writing English is required. Level III (Good Working Knowledge) speaking/reading/writing Romanian and Russian is required.

e. Job Knowledge:

Must be able to learn locations of various types of supply items and property items, and learn to recognize items by sight and from oral descriptions.

f. Skills and Abilities:

Must have local type B driver's license. Must be able to physically lift and move objects including weight up to 50 pounds unassisted. Must be able to operate fork lift truck.

16. Position Elements

a. Supervision Received:

Supervised by Warehouse Supervisor with additional direction provided by Warehouse Foreman.

b. Supervision Exercised:

None.

c. Available Guidelines:

Supervisor's oral instructions, 6 FAH-1, Post Furniture and Appliance Pool Policy.

d. Exercise of Judgment:

limited

e. Authority to Make Commitments:

none

f. Nature, Level and Purpose of Contacts:

Contact with all Embassy Employees and Eligible Family Members and any residential staff while performing official duties, as well as contact with outside delivery agents for warehouse deliveries.

g. Time Expected to Reach Full Performance Level:

One Month