

13. BASIC FUNCTION OF POSITION:

Incumbent works as a member of the General Services operation to accomplish all warehousing, inventory, storekeeping and other tasks at the Embassy and Consulate Auckland. The incumbent will also focus on the receiving and distribution of procurements, delivery and pick-up of furniture and equipment at the warehouse and residences, record keeping of inventory supplies, and acting as back-up to the Supply Assistant. The incumbent also escorts outside contractors working in and outside the Embassy compound, at the Embassy's warehouse and/or Embassy residences as required.

14. MAJOR DUTIES & RESPONSIBILITIES:

90%

1. Responsible for the storage and issuance of expendable and non-expendable supplies and the operation and maintenance of the Embassy supply room and warehouse.
2. Moves incoming items to and from storage areas, using hand trucks, and other materials handling equipment (MHE), and stores them in bins or on shelves or pallets. Recommends methods of organizing the warehouse to improve efficiency and making best use of available space.
3. Delivers and/or issues items on the basis of an approved requisition document, retrieves items from the storage area, assembling items by requisition, moves to issue area, and records requisition to indicate items issued and accurately updating significant databases to reflect changes.
4. Installs or removes items into/from offices and residences. Uses embassy vehicle to transport to location. Uses MHE as required in delivering those items.
5. Assists Supply Assistant in conducting periodic inventories of all expendable and non-expendable supplies, equipment and furnishings. Enter information into data bases and assist in maintaining proper records of all inventories.
6. Incumbent also covers for the Supply Assistant in his/her absence with shipping & customs related tasks, warehousing, accountability and issuance of all household and office furniture and expendable supplies and equipment.
7. The incumbent is also responsible for the preparation of Hospitality Kits, the inventory, issuance and collection of those kits for incoming and outgoing personnel.

8. Responsible for setting up residential quarters for newly arrived personnel. This will include arranging and installing adequate initial furnishing, basic assembly of furniture and installation and hook-up of household appliances including washers, dryers, dishwashers, TV's.
9. Accompanies personnel when they complete random procurement.
10. Responsible for the physical condition and cleanliness of the supply room and warehouse. Sweeps, mops and dusts as needed. Ensures furniture and Hospitality kit items are covered to protect from dust and other elements. Keeps the supply room and warehouse free of debris and clutter. Ensures aisle ways are clear and items are safely stored.

A. Other duties as required

10%

Performs duties to ensure that properties are maintained to an acceptable standard. These duties may include:

1. Cutting grass and performing other gardening tasks such as, but not limited to, keeping the Embassy entrances clear from leaves and other debris daily.
2. Minor maintenance work when needed, eg assembling furniture, etc
3. Escorting trades people within Embassy, as well as to USG and short-term lease properties.
4. Work occasional overtime such as, but not limited to, scheduled after hours and weekend work.
5. Take refuse and debris to the tip/dump when needed.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** Completion of secondary school is required.
- b. **Prior Work Experience:** Two-three years of experience in the transportation, delivery, record keeping and maintenance of inventory and warehousing of a variety of supplies such as household and office furniture, stationary etc is required.
- c. **Post Entry Training:** USG warehousing/property accountability procedures and software. Security briefing pertaining to security escort requirements provided by the RSO.

- d. **Language Proficiency:** Level 4 English (Fluent) ability is required.
- e. **Knowledge:** Must have knowledge of standard office, warehouse/inventory and stores procedures. Must be security conscious and aware of surroundings and activities in relation to delivery of supplies and maintenance of warehouse inventory.
- f. **Skills & Abilities:** Must have excellent attention to detail and computer skills (Microsoft Office suite of programs – Word, Excel, Outlook etc) in order to update significant databases, utilize software to generate reports, and be able to use basic office equipment. Incumbent must display initiative and the ability to work independently and an ability to plan and organize warehouse and inventory supplies, deliver and transport furniture and other supplies/equipment. Ability to operate common tools for basic maintenance may be required. Must possess a local driver's license with a heavy transport endorsement (class two or more), and be able to safely lift furniture, up to 50 pounds. Ability to meet constantly changing priorities and provide good customer service, including the ability to effectively coach customers through shipment (software and paperwork) processes.

16. POSITION ELEMENTS:

- a. **Supervision Received:** Daily interaction with, guidance from and supervision by the direct supervisor, the Supply and Shipping Assistant.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** FAM and FAH regulations and procedures of the Departments of State and Defense. The RSO will provide security information, as required.
- d. **Exercise of Judgment:** Incumbent has authority to determine how the work will be completed and in what order. Must use discretion and good judgment to complete tasks and ensure all regulations are followed.
- e. **Authority to make Commitments:** None
- f. **Nature, Level & Purpose of Contacts:** Will have contact with all Embassy staff and family members in residences. Will be in contact with contractors and workmen who will be working at the properties. Occasional contact with shipping and freight forwarding contractor.
- g. **Time Required to Perform Full Range of Duties:** 12 months