



15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

**High School Diploma is required.**

b. Prior Work Experience:

**Four years of experience on warehouse management work is required.**

c. Post Entry Training:

**Must be trained on MS Suite, use of forklift. During first year in position incumbent receives training on USDOS specific software, ethics, safety usage of warehouse equipment.**

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

**Level III (Good Working Knowledge) Speaking/Reading/Writing Spanish is required. Level III (Good Working Knowledge) Speaking/Reading/Writing English is required.**

d. Job Knowledges:

**Basic knowledge of property management and inventory controls/principles is required. Must know basic procedures of organizing a sale. Must know how to use MS Suite.**

e. Skills and Abilities:

**Must be able to move large pieces of furniture with assistance. Must possess good interpersonal skills. Must be a customer service oriented person. Must be able to drive. Must possess a valid Panamanian driver's license for heavy vehicles (Type F). Must know how to use a forklift.**

16. POSITION ELEMENTS :

a. Supervision Received:

**Directly supervised by Warehouse Supervisor and indirectly by AGSO.**

b. Supervision Excercised:

**None.**

c. Available Guidelines:

**6 FAM, Property Management Handbook (6 FAH 220), Local Mission Policy and Directives, State Department cables, as instructed by supervisory chain of command.**

d. Exercise of Judgement:

**Limited in recognizing record discrepancies, advising supervisor on property levels and recommending item code changes.**

e. Authority to Make Commitments:

**None**

f. Nature, Level, and Purpose of Contacts:

**Mainly working level contacts within GSO section, and employees/family members while assisting with inventories and while investigating discrepancies and missing items.**

g. Time Expected to Reach Full Performance Level:

**One year.**

## 14. Major duties and Responsibilities (cont.)

### 1.Storekeeper Duties

75%

1. Updates ILMS database, this includes updating all assets, inventories in residences, offices and warehouse.
2. Reviews existing inventories.
3. Run reports to determine furniture conditions (new, renovation, replacing, reupholster, and repairing).
4. Recommends annual purchasing, according to conditions and running reports for replacement cycle assets.
5. Selects and recommend furniture for sales.
6. Coordinate with Agencies for donation.
7. Performs inventory spot checks.
8. Verify initial inventories for incoming and final inventory for outgoing personnel.
1. Modify, adjust cost, add new assets, change NEPA numbers, run capitalize assets reports, mass update and transfer assets.
- 10.Generate purchase orders from ARIBA and follow up to determine the status.
- 11.Oversees keeping items in acceptable condition. Oversees refurbishing/repair of used items, including tags and coordinates with Maintenance unit.
- 12.Responds to property work requests, chooses appropriate furniture and equipment for offices and residences. Organizes crews for delivery/pickup in the absence of the warehouse supervisor.
- 13.Coordinates with receiving function to provide laborers and space.
- 14.Prepare statistical reports, recommends stock replacements, works with NEPA printouts and manages disposal sales under WHSE supervisor.

### 2. Warehouse Administrative duties

20%

1. Coordinate with housing section and agencies the residences set up for incoming personnel.
2. Select the amount of furniture according the size of the house.
3. Recommends tools and equipment (fork lift, vehicles, trucks, etc) necessary for warehouse operations
4. Coordinate with Facilities for the inspection of appliances, required maintenance and repairs.
5. Set up office furniture maximizing work space.
6. Coordinate pickup and delivery of equipment, material, etc. from embassy compound to the airport.
7. Support agencies to receive VIP visits (CODEL)
8. Makes sure that all equipment is up and running perfectly. Must schedule preventive maintenance and coordinate any other repairs.
9. Assists the Warehouse Manager with general operations and special tasks as assigned.
10. Prepares Time and Attendance report for the Warehouse Section.

### 3.Other duties

5%

1. Acts as backup for the Warehouse Supervisor during his/her absence.
2. Coordinate work orders generated through eServices in the absence of the Warehouse Supervisor.
3. Perform other related duties as assigned.