

Position Description: Warehouseman/Forklift Operator (Announcement number: 15/81)

Basic Function of the Position:

Assists in the receipt, storage, issuance, delivery, loading and unloading of expendable supplies and non-expendable property such as furniture, equipment, etc. at the warehouse, residences, and offices (total value-11M USD). Operates forklifts and warehouse vehicles/lorries during make readies, event set ups, furniture moves, and other warehouse evolutions.

Major Duties and responsibilities

Loads and unloads furniture, appliances, equipment and supplies, delivering them to and from warehouse, residences and offices. Ensures that all household furnishings and fixtures are in good working order and notes if repair or replacement needed.

Install furniture and equipment at locations requested, performing furniture and appliance assembly, including the installation of washers, dryers, refrigerators, dishwashers, and air conditioners. Test all of the above.

Assist with the preparation of paperwork (DS-127 Receipt of Goods) on all deliveries, affixing the barcode (ILMS Serial Code) where applicable. Ensures that all myServices pending requests assigned to him/her are fulfilled and gives updates to Work Order Clerk with timelines for requested services.

Uses specialized equipment (forklift, reach truck, dollies, pallet jacks, etc.) to safely move equipment and furniture to required locations.

Maintain all aspects of Welcome Kits for arriving and departing American personnel (including inventory, cleanliness, issuance, receipt, etc.).

Select/Issue GSO party items stemming from myServices requests. Wash all GSO party supplies before reissue.

Clean furniture upholstery as required. Cleans all appliances that are returned to be reused or replaced into stock. Tests appliances which have been returned inoperable and recommends repair options.

Responsible for warehouse facility cleanliness and the maintenance and cleaning of warehouse forklifts and safety equipment on a daily basis. Advise Warehouse or NXP Supervisor of repairs or maintenance.

Assist in the set-up and ongoing process of Embassy Bid Sales and Auctions, usually held four to five times annually.

Assist the NXP Supervisor/NXP Inventory Clerks with annual inventories of all Mission property.

Assist with the setup of special functions at the Embassy and residences and official events.

Drive Lorry, Crew Cab, and Double Cab as required.

Other duties as assigned.