

## Job Description

### Operational Context

LeaveNoOneBehind AMKE (aka LNOB) was created to empower material and social contribution to the social groups in need and especially of people who are unable to meet their basic needs and are deprived of essential services and social rights regarding nutrition, medical services, clothing, social life, access to work and social insurance, access to education

<b>Job title</b>	<b>Storage / Free Shop Officer</b>
<b>Project / Department</b>	Operations
<b>Contract Type</b>	Limited
<b>Hours p/w</b>	40h/w
<b>Overview of position</b>	The Storage / Free Shop Officer will be handling the Storage spaces of clothes and NFIs along with the Free Shop station and online platform, under the supervision and guidance of the Operations Coordinator.
<b>Key objectives / responsibilities of the role</b>	<ul style="list-style-type: none"> <li>-Administration and operation of Free Shop station (+online platform) (Inventory/ Stock up Free Shop/Add items in stock on online platform)</li> <li>-Register new visitors on the Free Shop platform</li> <li>-Receive or create orders on the spot, prepare and pack the orders--</li> <li>Focal point for Logistics department on storage spaces</li> <li>-Responsible of receiving pallets or boxes of clothes on the field</li> <li>-Boxtribute online platform administrative tasks (label scanning, new labelling)</li> <li>-Deliver boxes from container to the clothes distribution</li> <li>-Responsible of preparing the boxes of items for donations or identify on the delivery the boxes that are to be delivered to network organisations</li> </ul>
<b>Required degree/ experience</b>	<p>2 - 4 years of experience working in a similar role            Prior experience in the field of humanitarian sector            Basic knowledge of Microsoft office and computers            Knowledge of English language (reading and writing)</p>
<b>Success factors</b>	The successful Storage/Free Shop Officer will have had previous experience working in a similar role. He/she will focus on results, communicate effectively, work collaboratively and take ownership of his/her work by being proactive and owning LNOB strategic vision and mission. LNOB members are expected to support all efforts towards accountability and transparency to its beneficiaries and their team. The successful everyday operation of the Storage and Free Shop and the smooth coordination with other units constitutes the major success factor.

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Send us your c.v at [info@lnobgreece.org](mailto:info@lnobgreece.org)

**Closing date for c.v s : 1<sup>st</sup> May 2023**