



Job Description

Job Title:	Warehouse officer
Project:	BRAVE – Building Resilience and Addressing Vulnerability to Emergencies - North Recovery Response to 2025 Flood in Khanewal
Department:	Institutional Partnerships Development
Reports to:	Project Manager
Location:	Khanewal
Salary Package	PKR. 80000/- per month
Contract Type:	Contractual (4 Months)
Purpose	The position is part of the Climate Resilience Component of the <i>Building Resilience and Addressing Vulnerability to Emergencies (BRAVE) in Pakistan</i> . The project is led by Concern Worldwide with Muslim Hands as the implementing partner. The programme aims to provide emergency response and relief to the affected flood communities of Khanewal district and to capacitate them to anticipate, adapt to, and absorb the negative impacts of climate-related hazards.
Main Responsibilities	Key Responsibilities 1. Ensure efficient receipt, storage, and dispatch of project supplies, materials, and relief items in line with organizational policies and donor compliance standards. 2. Maintain updated inventory records of all incoming and outgoing goods, ensuring accuracy and accountability at all times. 3. Oversee the proper handling, stacking, and storage of goods to prevent damage, contamination, or loss. 4. Coordinate with procurement, logistics, and field teams to ensure timely delivery and distribution of relief supplies to target locations. 5. Regularly conduct physical stock counts and reconcile with system records to identify discrepancies. 6. Ensure the warehouse premises are clean, organized, and compliant with safety and security standards. 7. Maintain records of expired, damaged, or returned items and ensure proper documentation and disposal procedures. 8. Prepare and submit periodic warehouse reports, including stock movement and consumption summaries, to management. 9. Support audit and verification processes by providing accurate inventory documentation and stock data. 10. Facilitate the movement of goods during emergency response, ensuring proper documentation (GRNs, delivery notes, dispatch forms, etc.).
Required Qualification, Experience and Skills:	Required Qualifications & Experience • Bachelor's degree in supply chain management, Logistics, Business Administration, social sciences or a related field • Minimum 3–5 years of experience in warehouse or logistics management, preferably within humanitarian or emergency response projects.



- Experience managing large-scale inventories and coordinating relief material dispatch during emergencies will be an advantage.

Key Competencies

- Strong knowledge of warehouse management systems, stock control, and documentation.
- Good understanding of safety, security, and hygiene protocols in warehouse operations.
- Excellent organizational and record-keeping skills with attention to detail.
- Ability to work under pressure and manage multiple priorities in emergency contexts.
- Proficiency in MS Office (especially Excel) and inventory management software.
- Strong communication and teamwork skills.
- Commitment to humanitarian values, integrity, and accountability.