

Position Code	Position Title	
ALS 31	Logistics Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/ Logistics	Yeghegnadzor	II

The Logistics Officer reports to the Head of Logistics.

Duties and Responsibilities

- To coordinate low-value procurement approved for petty cash and direct invoice payment;
- To conduct local market research for supply, services and works;
- To liaise and negotiate with local vendors regarding proposals and information for the purchase of equipment, materials and services;
- To obtain all necessary financial documentation to support purchases;
- To prepare narrative and technical specification inputs for tenders, specifying required quantities, type and quality;
- To provide assistance on office moves, reallocations and general distribution of Logistics general supplies;
- To assist with written and verbal purchasing negotiations;
- To assist Logistics Staff, if requested;
- To work on scheduling, administrative processing, data research and entry of Logistics staff;
- To maintain personal attendance sheets for Logistics staff;
- To maintain Logistics related databases and have experience with inventory management software;
- To draft Logistics related correspondences (internal and external to business awarded vendors);
- To participate in technical evaluations and post-tender preparations as well as contract management;
- To translate logistics-related documents from local languages to English and vice versa;
- To deal with information with confidentiality and discretion;
- To undertake any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a degree in Public Administration, Business Administration, Finance, Supply Chain or a relevant field, where the normal duration in the country awarded is 3 (three) years or more (e.g. Bachelor's Degree);
- After having obtained the university degree, a minimum of 5 (five) years of proven and full time experience in procurement related area in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Armenian languages, both oral and written;
- Excellent communication skills of English and Armenian;
- Be in possession of driving licenses up to category B, desirable C;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;

- Experience in customs clearance procedures and customs brokers for goods entering Armenia;
- Very good knowledge and experience of Office Suites;
- Very good experience in using data for preparing reports;
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Fluency in Russian languages;
- Experience in Enterprise Resource Planning programs;
- Solid experience of logistical operations (i.e. Transport, Facility Management, Supply or others).

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to deliver work on time and to agreed standards, even under pressure;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Punctuality, commitment to quality, attention to detail, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.