



## **Logistic Assistant**

Do you want to work hard to improve the health of countless people in a meaningful way? Do you want to work with people who start each day with a smile and a sense of purpose? We are looking for you if you are passionate about serving our community, have a good sense of humor and are a creative problem solver! If this describes you then join our growing team!

We believe that our clients deserve our very best, that morning high-fives are the best way to start the day, and that the best ideas can come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home.

We are transforming the way people live, by making homes healthier for families across rural Rwanda. 70% of Ugandans and 80% of Rwandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

### **You will**

- Take stock counts at Head Office and district offices
- Test the quality of materials and tools to ensure they meet quality standards
- During heavy building periods, ensure that quarry materials are sourced from standard materials and stay with materials until they reach customer homes
- Maintain receipts, records, and withdrawals of the stockroom via Salesforce
- Receive, unload, and shelve supplies
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Build a list of preferred suppliers and approved price lists and keep them regularly updated in the online inventory management system
- Fulfill all central purchase requests from district offices and ensure materials reach in a timely basis

- Prepare weekly central purchase order based on current stock on hand
- Perform weekly stock counts and confirm numbers match system data at Head Office and monthly stock counts at each district office

**We are looking for someone who has:**

- Diploma in Procurement and Logistics
- Must have valid driving permit and should be able to ride a motorcycle
- Basic phone application skills to enter data into Formyoula
- Excellent written and verbal communication skills in Luganda/Lusoga and English
- Clean driving record
- 3+ years of driving experience

**You should include these in your application**

- Description of your relevant background and interests.

We are looking forward to working with you

Apply online at [www.earthenable.org/applynow](http://www.earthenable.org/applynow).