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Vacancy Announcement

Ref: MAUKJV007-2018

Post	Logistics Assistant
Location	Sittwe
Starting Date	As soon as possible
Duration	One Year Extendable Contract (Probation Period 3 months)
Report to	Logistics Officer
Vacancy Opening Date	March 9, 2018
Vacancy Closing Date	March 22, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

Purpose of the position

The Logistics Assistant will assist to Logistics Officer for to smooth function of logistics and administrative activities such as contact with vendors and customers, keep inventory records and updating, review bills, invoices and purchase order, properly receive and deliver for distribution packages, create packing list, proper number or inventory tagged etc.

Responsibilities

- Create and maintain contract with vendors and customers to ensure timely delivery of goods
- Keep records of inventory and ensure accuracy of all inventories
- Review bills, invoices and purchase order
- Ensure all payment are proceed in time
- Create packing lists and update information in database file
- Organize file both manually and electronically
- Monitor and facilitate repair orders
- Ensure that the sufficient office has sufficient space for incoming deliveries
- Ensure that all items are properly number or inventory and tagged
- Prepare house recent contract, request hotel quotation
- Repair Office materials such as laptop, electronic devices whose are related to office supplies
- Prepare employment Identity Card, Business Card and so on upon the request

Desired Skills

- Bachelor Degree with relevant experiences and qualification
- Prefer 1~2 years experiences in logistics field
- Must travel to Maungdaw and Buthidaung townships if required.
- Able to speak Myanmar and English language is a plus.
- Ability to manage multiple priorities and work to deadlines
- Able to communicate and Goodling with suppliers

**Application should be sent to hr@mauk-myanmar.org
no later than 17:00PM, March 14, 2018**

**Equal Opportunity &
Diversity Employer**