

## Ad

# The Charles Darwin Foundation for the Galapagos Islands is hiring a Warehouse Administrator

**Type of Contract:** Professional services

**Deadline:** Until the vacancy is filled

**Start date:** Negotiable

**Duration:** 12 months (renewable)

### Introduction

The mission of the Charles Darwin Foundation (CDF) and Research Station (CDRS) is to provide knowledge and assistance through scientific research and complementary action to ensure the conservation of the environment and biodiversity of the Galapagos Archipelago. To fulfill this purpose, the CDF seeks to incorporate to its team, a Warehouse Administrator.

### Profile Required

- Bachelor's degree in careers such as Administration, Finance, Accounting or related with technical knowledge in inventory control, accounting skills, job security.
- Experience of at least five years serving as chief administrator warehouse or similar charges.
- Fluent in Spanish and intermediate English.
- Excellent interpersonal skills.
  - Leadership
  - Communication
  - individual work and team Work
  - Problem resolution
  - Initiative
  - Service orientation
  - Achievement orientation
  - Adaptation
  - Organization
- Ability to work in a dynamic environment that presents numerous opportunities and unforeseen challenges and characterized by limited logistical resources and geographical isolation.

## Objective

The Warehouse Administrator will be responsible for managing efficiently and effectively the reception, storage and distribution of institutional assets, ensuring operational continuity of the Warehouse, as well as timely management of supply and respond to the requirements of the different areas of CDF.

## Activities

1. Plan warehouse activities and tasks of your team, ensuring the full operation and supply of goods and also receiving them.
2. Manage, monitor, control, execute and take record of goods entering the warehouse and also the goods that leave the warehouse according to the requirements of the areas.
3. Creation, revision and updating policies and procedures in charge.
4. Maintain proper order and conditions of facilities and proper identification of goods and equipment stored.
5. Strictly comply with safety regulations, material handling, assets and access to the Warehouse.
6. Request to acquisitions timely for minimum of Stock defined as critical, thus avoiding missing goods in the Warehouse.
7. Conduct regular inventories warehouse stocks based on established procedures, rotation and results reports to the Administrative Financial Officer.
8. Timely control the quality of products and stored goods.
9. Understand, comply and enforce the requirements of the procedures
10. Work closely with the Administrative Financial Officer.
11. To inform of deliveries, shipments, transfers, thereby ensuring the proper allocation of resources from the appropriate accounts.
12. Maintain accurate and timely communication with different areas for product and purchases approvals
13. Be responsible for the institutional assets and discharge of assets at the same meeting the established policies and procedures and also comply with local laws and procedures.

## Employee conditions

The Warehouse Administrator will be supervised by the Administrative Financial Officer of the CDF. The Warehouse Administrator will be based in the Office of the Charles Darwin Research Station on Santa Cruz Island in the Galapagos Archipelago, Ecuador.

The warehouse administrator to faithfully comply with the rules, regulations and procedures manuals CDF also will observe and strictly abide by the rules and regulations of the Galapagos National Park.

The fee shall be fixed according to the candidate's qualifications. Benefits include private health insurance and 30 calendar days of paid leave (annual).

## How to apply

Those interested in this position must submit the following information via e-mail (bodega.fcd@fcdarwin.org.ec):

- CV up to date.
- Letter of interest describing your expertise in keeping with the minimum requirements for this position.
- A vision statement maximum two pages long detailing the objectives of the candidate according to the objectives of the position and the reality of Galapagos.
- Three letters of professional recommendation, including names and email addresses of references.
- Names and email addresses of two personal references.

We ask you kindly send all the necessary documents into a single PDF file. If you need additional information, contact the same e-mail.