**INTERSOS** is an Italian humanitarian aid Organization that works all over the world to bring assistance to people in danger, victims of natural disasters, armed conflicts or living conditions of extreme exclusion. INTERSOS actions are based on solidarity, justice, human dignity, equal rights and opportunities for all people and respect of diversity and coexistence, paying particular attention to the most vulnerable segments of the population.

Since March 2016, INTERSOS has begun its operations in Northern Greece. Office Headquarters are in Thessaloniki and there are also operations in Ioannina Prefecture.

If you are searching for a challenging and exciting new opportunity in the non-profit sector, have or are seeking to gain experience working with refugees, speak fluent Greek and have a good level of English, then keep reading!

We are currently seeking to fill the following **vacancy** in **Ioannina**:

* ***1****(****one****)****Logistics Officer***

The Logistics Officer is responsible to ensure quality in logistic to procurement adhering strictly to donors and INTERSOS regulations, the sound management of stock according to INTERSOS Procedures and ensure assets are properly accounted, allocated and maintained.

**Program Quality & Specific Logistics Tasks**

* Oversee track of all goods movement and collaborate in keeping an updated inventory in electronic and paper format for Office, Community services and Field Sites.
* Continuously monitor and updates the Procurement Tracker.
* Ensure cost effective, quality, timely purchasing and delivery of program supplies to the INTERSOS activities.
* Ensure that Supplier database is always updated and maintained.
* Continuously assess the market for new procurement opportunities.
* Assist the logistics coordinator with the development, monitoring and review of procurement plans.
* Assure that assets are properly tracked and assigned to staff; perform periodic check of conditions of equipment.
* Ensure that systems for regular maintenance or repair are implemented for INTERSOS equipment and that routine maintenance and repair of communication and office equipment (computer, printers, phones, power generators, etc.) is carried out per schedule or when needed.
* Ensure that proper tracking of equipment out for maintenance is followed.
* Ensure the respect of vehicle usage policies by field teams.
* In collaboration with the Logistics Coordinator, coordinate the movement, transportation and provision of NFIs to PoCs as required
* Assure Logistic Support in the event an emergency occurs, adhere and respect safety and security policies for INTERSOS.
* Perform any other task not here listed if necessary to the projects achievement.

**Monitoring and Reporting**

* Provide regular progress reports to the Logistics Coordinator and other focal points where required
* To provide on weekly basis the updated requirements to the Logistics Coordinator
* Perform any other tasks as may be requested or required by the job

If you are interested in applying for a job in INTERSOS Hellas, please submit your **CV** and a **Motivation Letter** in **English** until Friday **19/10/2018** at [**recruitment.hellas@intersos.org**](mailto:recruitment.hellas@intersos.org)

**IMPORTANT NOTES**:

* Applications that are not in **ENGLISH** and not accompanied by a **MOTIVATION LETTER** will be automatically rejected.
* **Only selected to be interviewed candidates will receive a response to their application**.