LB05101
STOREKEEPER ASSISTANT

Level 2

Reports to (Hierarchical)
Storekeeper

Reports to (Functional)
Storekeeper

Job Family
Logistics and Supply

Main Purpose
Carrying out tasks of checking, recording and storing as well as preparing goods to be sent, according **MSF** standards and procedures and the storekeeper's instructions, in order to ensure proper orders' reception and dispatch.

Accountabilities
- Performing tasks as per the Storekeeper's instructions. This includes but are not limited to the following:
  - Receiving goods arriving to the store, checking its status/condition and amounts in the waybill
  - Preparing outgoing items in a clean and optimized way by appropriately packing, sealing and labeling goods, assisting with recording the exits on stock cards and project form, and ensuring good quality of cold chain when needed
  - Ensuring that goods are well organized and stored in a clean area to be visible and traceable i.e. assisting in the stock inventory, storing items according to nature and use, and ensuring that the temperature in the store is appropriate and items that require cold chain are correctly stored
  - Carrying out basic maintenance of the store, ensuring security conditions (keeping unauthorized staff out, locking, etc....)
- Ensuring cleanliness of common working areas
- Ensuring proper use, storage and maintenance of the equipment and tools provided
- Informing superiors of any incident that may occur in the course of his/her work
- Helping **MSF** staff carry heavy items, if necessary

Education
Literacy essential. Essential knowledge of basic mathematics and use of measuring equipment

Experience

None is required

Generated at 2026-11-03 08:08:55 +0000

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