Logistic & Procurement Coordinator

Fairventures is looking for a Logistic & Procurement Coordinator

FVW is looking for a Logistic & Procurement Coordinator (L&PC) to provide general support for projects of FVW in Kalimantan Tengah.

About Fairventures Worldwide

Fairventures Worldwide FVW is a German-based international development organisation that drives large-scale forest landscape restoration. FVW partners with communities to develop and test site-specific solutions, ranging from reforestation with fast-growing tree species to non-timber forest products and agroforestry. FVW aims to restore ecosystems and create livelihood opportunities for local communities, while contributing to the mitigation of climate change and creating added value along the tropical-timber value chain.

Logistic & Procurement Coordinator

The objective of this role is to coordinate procurement activities in Fairventures Worldwide. He/she will also coordinate with the Logistics & Procurement Officer for office management, fleet management, asset management and Logistic & Procurement human resources. To lead country office projects & tenders, lead cross-districts logistic needs and provide service for procurement for Indonesia's country office. The role will involve complex research, analysis and interpretation, including ability to make recommendations for decisions or making decisions in their specific area of work. Logistic & Procurement Coordinator will report directly to Admin and Finance Manager as line of supervisor.

Responsibilities & Duties

A. Procurement

- Ensure that Fairventures Worldwide procurement activities are carried out referring to Financial Management Manual.
- Oversee the procurement process as required according to the Financial Management Manual
- Liaising and negotiating with suppliers and other related parties.
- Developing the procurement procedures to make them more efficient and well organized.

B. Asset Management

- Ensure that Fairventures Worldwide's asset management activities are carried out following the Financial Management Manual.
- Ensure that the physical check of the fixed assets of Fairventures Worldwide has been conducted every quarter.
- In coordination with the Logistic & Procurement Officer, finalise the fixed assets registers report.
- Monitoring the usage of fixed assets on a daily basis.
C. Fleet Management

- Supervise and assess vehicle use and maintenance needs of the organization’s fleet.
- Prepare monthly reports on vehicle use and fuel consumption.
- Manage all transport staff.
- Assess staff development needs for necessary training.

D. Warehouse Management

- Ensure that the Warehouse is set up and organized according to Fairventures Worldwide’s logistic requirements.
- Make sure warehouse operating is kept at optimal levels.
- Managing distribution and shipment activities including addressing and resolving shipment and inventory issues.
- Train relevant staff on stock and inventory management.

E. Security

- In Accordance with the Administration Manager, maintain a system where each location has an adequate security level.
- Ensure that all staff have an understanding of security procedures.
- Liaise with the Administration unit to make sure that all locations have up-to-date information on procedures to be followed in case of a medical emergency.

Requirements

- Bachelor degree in Management, Economic, Administration or any related field.
- At least 5 years of experience in the related field is required for this position.
- Preferably senior staff specialise in Logistic & Procurement chance.
- Strong planning and organising.
- Good knowledge of Procurement, asset management, warehouse management and logistic.
- Ability to drive vehicles.
- Leadership skills.
- Proactive and initiative.
- Good interpersonal and communication skills.
- Good negotiation skills.
- Excellent computer literacy.
- English fluency.

Details of Assignment

- Assignment begins immediately.
- Assignment is for a minimum of 6 months in Palangka Raya, Central Kalimantan with possibility to extend.
- Travel to the project are: Gunung Mas, Katingan and Barito Timur district.
- Salary terms and benefits will be based on the qualifications of the selected candidate.
How to apply

Qualified candidates should send an updated and professional CV in English OR Bahasa. Please edit your CV to allow Fairventures to determine your ability to meet the job demands outlined in this document. Our ability to understand your experience and accomplishments, based only on your CV will determine if you are shortlisted for a position. Make sure to include your full contact information on the CV.

Email to: careers.indonesia@fairventures.org

Opening date: July 23th to July 28th, 2023

Thank you for your time and interest in joining the Fairventures team.