



LT03603

ORDER PROCESSING OFFICER

Level 5

Reports to (Hierarchical)

Supply Chain Team Leader / Supply Activity Manager / Supply Chain Officer / Supply Activity Supervisor

Reports to (Functional)

Supply Chain Team Leader / Supply Activity Manager / Supply Chain Officer / Supply Activity Supervisor

Job Family

Logistics and Supply

Main Purpose

Performing the day to day order processing activities in a particular supply office (coordination or project level) according to **MSF** protocols and standards in order to ensure an optimal running of the mission/project

Accountabilities

- Performing the day to day activities ensuring an efficient running of the Order processing activities in a particular supply office (coordination or project level) following the supply procedures according to **MSF** standards and protocols. Including the following activities:
 - Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data
 - Processing all orders and requests and communicating regularly on their status with the initial clients: order received, approval stage, confirmation, RTS monitoring, backorder, lead times, ... and reporting problems to his line management
 - Communicating with local and international suppliers (status of order, claims) and reporting problems to line management
 - Performing delegated tasks according to his/her activity and as specified in his/her job description
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Education

Essential, secondary education; commerce related studies desirable

Experience

- Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures.
 - Desirable proven understanding of **MSF** Field Logistics (general knowledge of **MSF** equipment and kits in accordance to the nature of the project)
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Language Level Description

B1 Independent User

Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
 - Can deal with most situations likely to arise while travelling in an area where the language is spoken.
 - Can produce simple connected text on topics that are familiar or of personal interest.
 - Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.
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