

Role description

Logistics Manager (role only in Costa Rica & India)

The role

The logistics manager (LM) is responsible to the country director and country programme manager and our head office operations manager. As logistics manager you'll manage food and equipment, purchasing, budgetary planning and control, inventory, storage, equipment and transport maintenance, including maintenance of the field base and associated properties and buildings. The role also involves managing and delegating to the volunteer logistics co-ordinator(s). There is also a high level of communication and co-ordination with other volunteer managers.

Extra time

LMS are expected to join the country director and country programme manager in- country up to two weeks earlier than the main volunteer management team This is to allow time for preparing for the arrival of your fellow volunteer managers and venturers and deal with any container shipment from the UK. An extra two weeks after the volunteer managers' departure date might also be necessary in some cases.

The responsibilities

Food

- Review the food supply system taking into account balanced dietary needs as well as portability, i.e. trekking or static sites
- Ensure project sites are provided with suitable food supplies to meet the calorific needs of the team
- Purchase local food, including fresh food, to supplement rations provided from UK

Equipment

- Ensure that all equipment is properly maintained and suitable for the task for which it is being used
- Order through head office or purchase local equipment to support the programme
- Keep head office informed at all times of the serviceability of all technical equipment, using formats provided
- Keep an accurate record of the distribution of equipment, using formats provided
- Work with the finance manager to ensure that all purchases are accounted for
- Review and follow up a servicing schedule for all equipment returned to field base
- Ensure all equipment is accounted for, maintained and stored correctly at the end of the programme

Vehicles and Transport

- Ensure vehicles are serviced at the required intervals
- Arrange, in conjunction with the country programme manager and deputy programme manager, all transportation

Customs

- Prepare all documentation, including manifests and issue notes, for shipping equipment between the expedition country and the UK and also between field base and project sites
- Clearance of all equipment being imported and exported in liaison with Customs. This should include an awareness of all the restrictions of airfreight e.g. dangerous cargo size

The skills

- Willingness to be flexible and put the needs of the expedition and the venturers first
- Be resourceful in negotiating discounts or good deals
- Good understanding of basic general mechanical matters, including vehicles
- Ability to prioritise in a dynamic busy working environment
- Computer literate, with good knowledge of spreadsheets and databases
- Ability to work under pressure and to tight deadlines
- Proven management, negotiation, delegation and supervisory skills
- Confident driver with a clean driving licence held for at least 3 years

Desirable skills

- Some knowledge of HF radio communications (desirable)