





	<ul style="list-style-type: none"> <li>• Assist in the ongoing Project of Logistics under the funding support of IFRC and HELP Logistics, to wit:               <ul style="list-style-type: none"> <li>❖ Prepare Memorandum related to Project</li> <li>❖ Assist in the preparation of the trainings</li> <li>❖ Prepare budget requirements</li> <li>❖ Coordinate with service provider</li> <li>❖ Support and coordinate with the Funding Donors (IFRC and HELP Logistics)</li> </ul> </li> </ul>
<b>B. Administrative and Financial</b>  Perform day-to-day administrative and financial task for warehouse.	<ul style="list-style-type: none"> <li>• Process vouchers for Cash Advances and liquidate the same in line with the usual accounting and auditing procedures</li> <li>• Monitor reimbursement of revolving funds</li> <li>• Attend to the internal concerns of the Team related to warehousing</li> <li>• Process and follow ups pending Memos issued thru emails or verbal</li> <li>• Check emails regularly and reply when necessary</li> <li>• Advise requesting office that their request is approved and ready for withdrawal</li> </ul>
<b>C. Clerical</b>  Perform any other work-related duties and responsibilities that maybe assigned by the Head of Office.	<ul style="list-style-type: none"> <li>• Process RIVs for signature of Warehouse Manager (WM), Admin Director (AD)</li> <li>• Pre-numbering of RIVs for withdrawals</li> <li>• Scan and email the copy to respective warehouses for withdrawals</li> <li>• Maintain proper filing of warehouse documents for recording and future reference</li> <li>• Monitor absences of WH team</li> <li>• Route Memos for approval</li> <li>• Facilitate shipment of documents or items requested to warehouses or Chapters</li> </ul>
<b>JOB SPECIFICATIONS</b>	
<b>Qualifications/Minimum Education:</b> Graduate of 4-year College Course	
<b>Personal Qualities and Skills:</b> <ul style="list-style-type: none"> <li>• Computer Literate</li> <li>• Proficient in Verbal and Non-Verbal Communication</li> <li>• Team Player</li> <li>• Problem – solving ability</li> <li>• Positive attitude</li> <li>• Honest and trustworthy</li> <li>• Professionalism</li> <li>• Willingness to learn more</li> </ul>	<b>Work Experience:</b>
<b>Equipment Used:</b> Computer, scanner, printer, copier, telephone, and projector.	<b>Working Environment:</b> Office Based and Field Based



**Key Contacts:** PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners

**Core Values:** Focused, Fast, Friendly, Flexible, Forward Looking

**All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.**

Position Holder

Immediate Supervisor's Name

\_\_\_\_\_  
Signature over Printed Name and Date

  
**WILSON N. ALEGADO**  
\_\_\_\_\_  
Signature over Printed Name and Date