

| Code | Version | Name | Last Update |
|-------|---------|-----------------|-----------------|
| H.150 | V1.2 | Job Description | 31 - Oct - 2014 |

Logistics

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|--|------------------------------|
| Division/Department: Admin | Reference number AD-19072016 |
| Location: Baghdad | |
| *Is requires travel?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Job Title: Logistics | |
| Reports to: CBDO, CEO, PD and Admin | Title: Logistic |
| Salary Depend on Interview | |
| Duration One year | |

| | |
|-------------------|--|
| Type of position: | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor |
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General Description

Logistics assistance is coordinating an organization's supply chain—the system that moves a product from supplier to consumer also support the company day-to-day activities for all departments and division. In addition will responsible for the following tasks but not limited to:

- Maintain and develop positive business relationships with a customer's key personnel involved in, or directly relevant to, a logistics activity.
- Develop an understanding of customers' needs and take actions to ensure that such needs are met.
- Direct availability and allocation of materials, supplies, and provide needs for company departments.
- Collaborate with other departments as necessary to meet customer requirements, to take advantage of sales opportunities or, in the case of shortages, to minimize negative impacts on a business.
- Review logistics performance with company departments and/or customer against targets, benchmarks, and service agreements.
- Develop and implement technical project management tools, such as plans, schedules, and responsibility and compliance matrices.
- Direct team activities, establishing task priorities, scheduling and tracking work assignments, providing guidance, and ensuring the availability of resources.

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|-------|---------|-----------------|-----------------|
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Tools & Technology

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| <ul style="list-style-type: none"> • Electronic mail software • Graphics or photo imaging software • Internet browser software • Inventory management software • Network conferencing software • Office suite software • Operating system software • Presentation software • Procurement software (if Available) • Spreadsheet software • Video conferencing software • Word processing software • Desktop calculator • Desktop computers • Digital cameras | <ul style="list-style-type: none"> • Liquid crystal display projector • Notebook computers • Photocopiers • Pocket calculator • Portable data input terminals • Scanners • Special purpose telephones • Typewriters • Calendar and scheduling software (if Available) • Customer relationship management CRM software (if Available) • Document management software (if Available) |
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Knowledge

- **Computers and Electronics** Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **English Language** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Clerical** Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Transportation** Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- **Public Safety and Security** Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Customer and Personal Service** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Administration and Management** Knowledge of business and management principles involved in resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Mathematics** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

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Skills

- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Talking to others to convey information effectively.
- Actively looking for ways to help people.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Adjusting actions in relation to others' actions.
- Managing one's own time and the time of others.
- Being aware of others' reactions and understanding why they react as they do.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Teaching others how to do something.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Analyzing needs and product requirements to create a design.
- Generating or adapting equipment and technology to serve user needs.
- Controlling operations of equipment or systems.

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Abilities

- The ability to read and understand information and ideas presented in writing.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to identify and understand the speech of another person.
- The ability to see details at close range (within a few feet of the observer).
- The ability to speak clearly so others can understand you.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to concentrate on a task over a period of time without being distracted.
- The ability to generate or use different sets of rules for combining or grouping things in different ways.
- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- The ability to see details at a distance.
- The ability to remember information such as words, numbers, pictures, and procedures.
- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- The ability to match or detect differences between colors, including shades of color and brightness.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

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Work Activities

- **Communicating with Persons Outside Organization** Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Interacting With Computers** Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Communicating with Supervisors, Peers, or Subordinates** Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Judging the Qualities of Things, Services, or People** Assessing the value, importance, or quality of things or people.
- **Making Decisions and Solving Problems** Analyzing information and evaluating results to choose the best solution and solve problems.
- **Analyzing Data or Information** Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- **Evaluating Information to Determine Compliance with Standards** Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Getting Information** Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Scheduling Work and Activities** Scheduling events, programs, and activities, as well as the work of others.
- **Identifying Objects, Actions, and Events** Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

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Detailed Work Activities

- Develop business relationships.
- Supervise employees.
- Coordinate logistics or other business operations.
- Coordinate regulatory documentation activities.
- Develop financial or business plans.
- Develop training materials.
- Confer with personnel to coordinate business operations.
- Allocate physical resources within organizations.
- Develop business or financial information systems.
- Analyze business or financial data.

Work Context

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| <ul style="list-style-type: none"> • Telephone • Electronic Mail • Contact With Others • Indoors, Environmentally Controlled • Outdoors, Environmentally Controlled • Face-to-Face Discussions • Spend Time Sitting • Importance of Being Exact or Accurate • Importance of Repeating Same Tasks • Work With Work Group or Team • Structured versus Unstructured Work • Letters and Memos • Deal With External Customers • Coordinate or Lead Others • Time Pressure • Freedom to Make Decisions • Duration of Typical Work Week • Spend Time Making Repetitive Motions • Deal With Unpleasant or Angry People • Frequency of Decision Making | <ul style="list-style-type: none"> • Deal With Physically Aggressive People • Outdoors, Exposed to Weather • Work Schedules |
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- Responsibility for Outcomes and Results
- Level of Competition
- Impact of Decisions on Co-workers or Company Results
- Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls
- Frequency of Conflict Situations
- Degree of Automation
- Spend Time Standing
- Consequence of Error
- Public Speaking
- Spend Time Kneeling, Crouching, Stooping, or Crawling
- In an Enclosed Vehicle or Equipment

Education

- Bachelor's degree (or equivalent)

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Work Styles

- Job requires being honest and ethical.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires persistence in the face of obstacles.
- Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Job requires analyzing information and using logic to address work-related issues and problems.
- Job requires a willingness to lead, take charge, and offer opinions and direction.

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Work Styles

- Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
- Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

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| Email to send CV | info@aden-iq.com |
| Date Posted: | 19 th July 2016 |
| Date Hiring: | 29 th July 2016 |
| Expire | 10 Days from hiring |