

Logistics Officer

Samos Volunteers (SV) is an independent group of volunteers providing non-formal education, psychosocial support and NFI distribution to people living in the CCAC on Samos.

The Logistics Officer is responsible for the maintenance and improvement of the Samos Volunteers buildings (community centres, warehouses and volunteer houses) and vehicles. The role includes supporting the Logistics and Distribution Coordinator in their tasks, including in operating our clothes freeshop and managing the warehouse.

Reports to: Logistics and Distribution Coordinator

Start date: as soon as possible

Location: Samos, Greece

Minimum commitment: 3 months, full-time

Application deadline: on a rolling basis

Key responsibilities of the role include, but are not limited to:

- 1) Maintenance of vehicles and buildings:
 - Safety and security of the buildings (e.g. checking fire extinguisher);
 - Maintenance of the spaces (Alpha Centre, Alpha Land, warehouse and volunteer houses): repairs, cooperating with plumber, electrician etc.;
 - Bringing the cars regularly to the mechanic and making sure they are safe and clean.
- 2) NFI distribution:
 - Support the smooth operation of the free shop and ensuring all beneficiaries receive an equal amount of items;
 - Support the registration of beneficiaries using Boxtribute and Google Sheets;
 - Act as the security focal point for the warehouse in the absence of the coordinator;
 - Ensuring the warehouse and freeshop are clean and tidy together with the coordinator;
 - Support in procurement of NFI and sorting incoming donations.

Key Requirements:

- Minimum commitment of 3 months;
- Excellent interpersonal and communication skills;
- Strong organisational, decision making and conflict resolution skills;
- Experience in logistics and NFI distribution
- An understanding of the complexity and challenges of humanitarian work, ideally with experience in a similar organisation or environment;
- Flexibility. Living and working on Samos is constantly changing and adapting, and two days never look the same. The ability to be adaptable and flexible is extremely important;



- Driver licence;
- Fluent in written and spoken English.

Benefits:

Free accommodation in a room in our shared houses on Samos + 200€ stipend per month

Equal Opportunities:

All applications will receive equal treatment regardless of the applicant's sex, ethnic or national origin, race, gender, disability, age, sexual orientation, socio-economic background, religious or political beliefs, marital status or family circumstances. Our aim is to foster a culture of inclusivity and to embrace and celebrate our differences. We therefore particularly encourage and will support applicants from under-represented backgrounds, such as people of colour, those who identify as LGBTQI+, and those from low-income backgrounds.

If you are interested in applying for this position, please [fill in this form](#).
Be sure to state your preference for 'Logistics Officer' in your application!