

## **Catholic Relief Services-JWBG**

### **Job Vacancy**

---

**Job Title:** Warehouse Manager  
**Department:** Operations  
**Reports To:** Supply Chain Manager  
**Location:** Gaza Strip

#### **About CRS**

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

CRS has been present in Jerusalem, West Bank, and Gaza (JWBG) since 1961. In JWBG, CRS currently supports programs in the sectors of humanitarian relief, livelihoods, civil society strengthening, and social justice promotion through its field offices, in Jerusalem, Gaza, Ramallah, and Bethlehem. CRS is working to provide rapid emergency assistance to conflict affected communities in Gaza and the West Bank in the sectors of multi- purpose cash; shelter; psycho-social support; food assistance; and water, sanitation, and hygiene (WASH). For further information about CRS, please visit: [www.crs.org](http://www.crs.org).

#### **Job Summary**

You will manage all activities related to warehouse delivery/handling, receipt, stacking, storage, and dispatch of goods in support of the delivery of high-quality programming to the poor and vulnerable. You will ensure that goods donors entrust to the organization are physically safeguarded and remain healthy and intact in the warehouse(s) and are properly accounted for in compliance with CRS and donor regulations and international and local supply chain standards and requirements.

#### **Roles and Key Responsibilities**

- Manage warehousing/storage facilities and all necessary equipment and supplies, ensuring they are secured and maintained in excellent physical condition and quantities consistent with established security, safety, care, and health requirements for storage and safeguarding. Ensure optimal space and resources utilization.
- Works in close collaboration and coordination with the Logistics Manager, the Logistic Officer, LMIS Officer, , procurement and programs team, Logistics Cluster and service providers to efficiently and effectively plan for and implement goods receipt, storage, and dispatch per delivery schedules.
- Effectively manage and supervise talent. Manage team dynamics and staff well-being. Provide coaching, strategically tailored individual development plans, and performance management for direct reports. Monitor and assess performance to ensure adequate capacity for successful support of high-quality programming.
- Coordinate and supervise inbound and outbound goods handling and inspect and verify goods receipts and dispatches against waybills to accurately account for quantities, shortages, damages, losses, or unfit goods.
- Implement inventory control systems for proper goods handling and accounting. Conduct cycle counts for inventory accuracy and performs regular inspections to minimize risk. Support physical inventory as needed.
- Maintain accurate warehouse records in BISAN and hard-copy files, oversee inventory data entry, and prepare timely inventory, stock control, and warehouse activity reports to support effective monitoring and compliance.
- Ensure all shipments received at CRS warehouses match purchase orders and shipping documents. Conduct random quality and quantity checks to verify the completeness and condition of items and kits. Report any discrepancies to the Procurement team and follow up to ensure appropriate corrective actions are implemented for future shipments.

## **Basic Qualifications**

- Bachelor's Degree required
- Minimum of 2-5 years work experience in inventory or warehouse management with progressive responsibility
- Staff management experience and abilities that are conducive to a learning environment, including training experience.

## **Preferred Qualifications**

- Preferably with experience in an international organization.
- Professional certification in supply chain, accounting or finance preferred.
- Experience with database management systems (e.g. MS Access) is a plus.

## **Knowledge, Skills and Abilities**

- Knowledge and understanding of inventory management and control principles.
- Proficient in MS Office package (Excel, Word).
- Strong planning, coordination, prioritization, and time management skills
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good communication and relationship management skills
- Proactive, resourceful, solutions-oriented and results-oriented

**Required Languages:** Fluency in both Arabic and English is required.

**Travel:** 80% to CRS Warehouses.

**Supervisory Responsibilities:** Yes.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

*CRS is an Equal Opportunity Employer.* All applicants will be considered for employment without attention to race, color, religion, sex, national origin, or disability status.

**Women, people with disabilities, and other underrepresented populations are encouraged to apply and to seek CRS support on the application process where additional accommodation is required.**

**APPLICATION INSTRUCTIONS:** Interested candidates with relevant education and work experience are invited to complete an application which addresses the position's requirements. In order to be considered for the position, candidates must submit both a CV and a cover letter, in English. Applications which fail to meet these requirements will not be considered. Applications must be submitted online at <https://crsjwb.org/Public/Jobs> and will be reviewed on a rolling basis. This posting will remain open until it is filled, however, submission by **Friday, July 31<sup>st</sup>, 2026**, is strongly advised.