



I. JOB DESCRIPTION			
I.1	Identification Facts		
Area	<i>Functional</i>		<i>KidZania Ministry</i>
	Facility's Administration		Treasury
Contribution Level	Operator		
Organizational Level	2		
KidZania Government Level	Metropolitan		
KidZania's Key Position	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
Position Location	<input type="checkbox"/> State Offices		<input checked="" type="checkbox"/> Facility
Employment Type	<input type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Part Time	<input type="checkbox"/> Project
Contract Type	<input checked="" type="checkbox"/> In House	<input type="checkbox"/> Shared Services	<input type="checkbox"/> Outsourced

I.2	Scope
Position Summary	General Warehouse Operator receives, stocks and dispatches the materials and supplies required by the Facility's Departments, keeping the warehouse in optimum conditions of cleanliness, hygiene and order, according to the policies and procedures established by KidZania.
Responsibilities	<ul style="list-style-type: none"> • Ensure the warehouse and its inventory are ordered, clean and ready to be used • Receive, revise, label and store supplies and materials delivered by suppliers (per purchase order) • Dispatch and log the supplies and materials requisitioned by The Facility's Departments (once the order has been passed down and approved by the manager) • Deliver the materials and supplies on-site (when required, inside authorized delivery schedule)

I.2	Scope
	<ul style="list-style-type: none"> • Generate a daily report concerning entries and deliveries of warehouse inventory for the Facility Sr. Manager, Facility Administration Manager and relevant Departments • Update the Warehouse's ERP status once an order is completed
Key Project Deliverables	<ul style="list-style-type: none"> • Daily Warehouse Inventory Log and Report • Inventory Checklist • Physical Counting Report
Key Performance Indicators	<ul style="list-style-type: none"> • Inventory Turnover • Inventory Accuracy

I.3	Key Relationships	
Reports to	General Warehouse Sr. Coordinator	
Direct Reports	None	
Indirect Reports	None	
Internal Interactions	Area	Purpose
	All areas	Requisition order delivery
External Interactions	Area	Purpose
	Suppliers	Goods reception (with sales order, invoice and approval)
Organizational Chart	<pre> graph TD A["L6 General Warehouse Sr. Coordinator FT 4"] --> B["L2 General Warehouse Operator PT 2"] </pre>	

II. JOB PROFILE	
II.1	Qualifications
Educational Background	Supply Chain Management, Logistics
Educational Degree	High-School Diploma
Work Experience	Experience in supply chain management processes desirable
Position's Specific Knowledge	<ul style="list-style-type: none"> • ERP systems manage • Inventory log, label, management
Languages	Intermediate level of English
II.2	Competencies
KidZania's	Quality Focus, Driving Results, Creativity and Innovation
By Government Level	Service Focus, Active Listening
By Functional Area	Planning and Priority Setting, Analytical Thinking, Continuous Learning
II.3	Requirements
Travel	None
Working	Availability to work on weekends and extended shifts
Physical	Good physique for heavy object lifting