



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Warehouse Clerk.

Contract type: Full-time.

Duty Station: Idleb Warehouse.

Number of Vacancies: 2.

Application Closing Date: July 18,2026, 4:00PM.

➤ **JOB SUMMARY:**

The Warehouse clerk assists Officer Warehouse, in receiving, storing, dispatching goods and ensuring that warehouse is maintained cleaned and appropriately organized at all times.

The Warehouse clerk is member of warehouse support team and reports to Warehouse officer, or other supervisor, as per applicable team structure.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

➤ **MAIN TASKS AND RESPONSIBILITIES:**

- Maintaining the warehouse cleaned, disinfected, and making sure it is kept dry, well-organized and pest/rodents free, etc.
- Reception of goods physical count and Quantity Control processing with management assigned staff.
- Sort and store items in assigned warehouse locations.
- Quality control over kitting/de-kitting/reconditioning/reconstituting operations.
- Preparing shipments as per Good Issue Order and waybill
- Ensuring all commodities are stored in their respective storage/warehouse and accountable for quantity and preserving good condition of items during storage.
- Ensuring appropriate storage condition for all commodities, including temperature and humidity control, and isolation of dangerous goods and goods not fit for end use (i.e., damaged/expired goods).
- Reporting of any losses or damages of commodities
- Safe warehouse operations.
- Maintenance of relevant handling equipment and availability of packing materials, cleaning materials, and protective equipment and supplies...
- Ensuring that the items in the warehouse and outgoing dispatches are appropriately packed and thus reducing the risk of damage during handling and transportation.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily comprehensive.

➤ **MINIMUM QUALIFICATIONS:**

- Typically, vocational degree, High school diploma should be sufficient.
- Good interpersonal and team skills
- Commitment to and understanding of IMC's aims, values and principles
- Ability to work in participatory manner
- Ability to integrate and work well within multi-ethnic and multicultural team
- Ability to work in harsh conditions, often in remote areas
- Knowledge of English
- Relevant qualifications or training courses.
- Previous experience in warehousing is considered an advantage.

➤ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

➤ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritize safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

➤ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transactions. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com Please do not submit your CV or application to this website; it will not be considered for review. WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

- **Note: This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.**

To apply for this vacancy please click on the following link and fill in the required information:

[Warehouse Clerk- Syria \(Idleb Warehouse\)](#)

Alternatively, scan the following QR code by your mobile camera:

