

Supply Chain and Admin Assistant – Raqqa - Syria

Blumont is a global organization working with communities in transition as they recover from conflict, return from displacement, and move from a reliance on aid to a more resilient future. Our vision is a world where a community's future is not determined by its circumstances, but by the aspirations of its people. Whether delivering lifesaving humanitarian assistance, building the infrastructure that stabilizes communities, or creating economic opportunities for individuals and businesses, Blumont teams are committed to making a positive difference in peoples' lives.

POSITION SUMMARY:

Under the guidance of the Senior Supply Chain Officer, the Supply Chain and Admin Assistant at Raqqa Office plays a vital role in ensuring smooth day-to-day operations by providing essential administrative support and coordinating key supply chain activities, and will be responsible for efficient procurement and fleet operations, oversee and ensure compliant, efficient procurement and fleet operations, while fostering team performance and alignment with policies, donor requirements, and organizational procedures. Additionally, the role handles general office administration, schedules meetings, and prepares reports. The ideal candidate is highly organized, detail-oriented, and excels at multitasking in a fast-paced environment to optimize operational efficiency.

In the event of an emergency, the team members will be expected to work more than regular working hours or perform tasks outside the profile after line managers approval.

Supervisory level: Cleaner, Drivers

KEY AREAS OF ACCOUNTABILITY:

- Support the conduct of procurement activities for projects through the structure implementation in the area.
- Ensure full compliance of procurement activities with Blumont Field Procurement Manual, Financial Rules and Regulations, relevant Organizational Policies and donor regulations.
- Assist in transactional procurement including tendering processes, evaluation, contracting, and payment conditions, and performance evaluation.
- Accountable to provide quality weekly/ monthly/quarterly reports to the Senior Supply Chain Officer.
- Follow up of updating of all the trackers (GRN & CoWC tracker – PR tracker – Payment Tracker – Procurement Tracker) and uploading all the support documents and the package of payments to the SharePoint.
- Provide monthly reports to the Senior Supply Chain Officer on procurement activities and implementation status.
- Prepare and follow up on purchase orders for goods, Good Receive Reports, and contracts for services.



- Regularly update Vendor Information Sheets (VIS) and elaborate supplier selection.
- Ensure confidentiality, integrity and Anti-Fraud policies and procedures are adhered to before, during and after procurement actions are completed.
- Conduct market assessment for goods and services requested by program teams.
- Coordinate with the Security & Liaison team to coordinate with governorate offices if required for Blumont purposes.
- Ensure proper supporting documentation and tracking procedures are applied to all Supply Chain services in Micro Purchase.
- Fleet & Transport Management: Ensures that Fleet procedure & policy are fully implemented, guaranty the fleet are good conditions, repairs are done, and transport tracker are in place, movement, driver management.
- Manage office supplies by tracking inventory and ordering replacements regularly.
- Supervise guest house operations, including room readiness, cleanliness, and hospitality services.
- Coordinate guest arrivals, check-ins, check-outs, and transportation arrangements.
- Manage facility maintenance for both the office and guest house by coordinating with technicians and cleaners.
- Conduct regular inspections of the office and guest house to ensure safety, security, and hygiene standards.
- Oversee utility bills, rent payments, and service contracts for all managed properties.
- Any other duties assigned by the supervisor.

QUALIFICATIONS and SKILLS:

- Diploma degree in Supply Chain, Administration, Engineering or other related.
- Work experience on Supply Chain Field particularly in warehouse – preferred.
- 1 year of prior professional experience in a similar post.
- Proficient in communication skills in English, Arabic.
- Proficient experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Proved experience in the Humanitarian Aid System is desirable.
- Experience working in Syria and knowledge of USAID procedure and guidelines (advantage).
- Ability to meet deadlines and work commitment with minimum supervision.
- Excellent interpersonal, organizational and communication skills.
- Ability to stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and has a consistent behavior towards others.

SUCCESS FACTORS:

- Operational accuracy and inventory control.
- Timely receiving, put away and dispatch.
- Warehouse safety and compliance.
- System literacy and data hygiene.
- Productivity and process efficiency.
- Supplier and internal stakeholder coordination.



- Problem solving and accuracy under pressure.
- Teamwork, communication and attitude.
- Continuous improvement contribution.

Commitment:

Every Blumont team member is expected to carry out their duties in accordance with Blumont's code of business ethics and conduct, core values, and all relevant policies, including anti-harassment, child protection, and Protection from Sexual Exploitation and Abuse policies.

How to Apply

Interested candidates are requested to fill out and attach the most updated Resume to the link below before **06 August 2026**:

LINK: <https://ee-eu.kobotoolbox.org/single/4rEMfBty>

Blumont is an equal-opportunity employer. Due to the large volume of applications, we receive, we are unable to respond to all applicants, therefore, only qualified shortlisted candidates will be contacted.

Blumont will review the applications on rolling basis and may close the advertisement before the deadline if the ideal candidate was found. One or more similar/different positions maybe filled in this recruitment activity depending on the applicants' qualifications.

Blumont's selection process will include rigorous background checks and all team members will be expected to carry out their duties in accordance with our core values, anti-harassment policy and PSEA policies