Internship Announcement

Job Title: Store Intern (Full Time)
Reports to: Store Manager and Warehouse Supervisor
Gender: Male/Female

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer 4 undergraduate academic majors and a MBA program. We follow a strict non-discriminatory policy, and applicants from all ethnic, religious and economic backgrounds are encouraged to apply. We are a young, dynamic university with a student population of nearly 1,100 and we hope to reach 1,200 students by the spring 2016 academic semester. Construction has been underway on a new 75 acre international campus.

The AUAF Procurement/Store department is seeking a qualified candidate for a Full-time internship position as Store Intern based in Kabul.

Overview:
Under the supervision of the Store Manager and Warehouse Supervisor, the incumbent will perform the principle functions related to Assets Management and Control.

Main Responsibilities:

- Assist in store activities and property movement and supplies;
- Assist in loading and offloading of supplies into stores;
- Work with physical count team during assets inventory count of all AUAF properties;
- Arrange and organize assets/supplies in main store and other site stores with coordination of warehouse supervisor;
- Ensure that returning assets/supplies have all the necessary documents, return from plus loss and damage form with approval;
- Provides backup assistance to the warehouse as required including receiving Assets, pulling General Stores items, delivering assets to campuses;
- Performs general office duties including inventory/supplies filling, hard and soft copy;
- Perform any other duties as assigned by the supervisor;

Desired Qualifications:

- AUAF Undergraduate Business Student is preferred
- High school graduate or bachelor degree is advantage
- Effectively using interpersonal and communications skills
- Good communication and organizational skills, ability to work under pressure in a team
- Providing administrative assistance in relation to warehouse and inventory control activities
- Maintaining confidentiality of work related information and materials
- Occasional lifting of objects up to 10 pounds
- Demonstrated proficiency using standard office software applications
Submission Guideline:

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af. Applications are accepted in English only. Applicants must write (Store Intern) in the subject line of the email.

All applications must be submitted before May 31, 2016. After review of the applications, formal interviews for the finalists will be set up in Kabul on the AUAF campus.