

## EXTERNAL VACANCY ANNOUNCEMENT



Tirana International Airport SHPK (TIA) is seeking to hire a

### **Warehouse Clerk**

who will report to the **Asset Management & Environment Director** of the company.

#### **Position Purpose:**

The role of Warehouse Clerk is to administer and maintain the warehouse in compliance with TIA policies and procedures and regulations. The role will ensure that all documentation is prepared accordingly.

---

#### **Main tasks and responsibilities of the position:**

*(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)*

- Responsible for receiving, inspecting, and properly storing materials, equipment, and supplies in the Asset Management & Environment Department warehouse.
  - Prepare and maintain accurate documentation related to warehouse inventory in accordance with departmental and organizational procedures.
  - Perform physical inspections of incoming items to ensure they are undamaged and match accompanying delivery documentation.
  - Monitor and report the duration of items stored in the warehouse, ensuring compliance with relevant regulations and internal policies.
  - Hand over materials or equipment to authorized personnel or their representatives after verifying the proper documentation and approval.
  - Conduct regular warehouse inventory counts to ensure accurate stock levels and proper organization.
  - Strictly follow all internal policies, safety standards, and procedures governing warehouse operations within the Asset Management & Environment Department.
- 

#### **Requirements of the position:**

##### **Education**

- High school diploma

##### **Skills & Abilities**

- Basic level of English language
  - Adept at Microsoft Office software
  - Ability to work effectively as part of a team
  - Very good communication skills
  - Very good labeling, organizing, bookkeeping, recording skills
  - Accurate and skilled at inspecting
  - Honest, reliable and with integrity
-

## EXTERNAL VACANCY ANNOUNCEMENT



### Application Procedure:

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in [Tirana International Airport](#), and submit it via email to **human-resources@tirana-airport.com** with:

- Subject: [Name Surname] – Warehouse Clerk
- Attachments: Application Form + CV (PDF/Word)

Human Resources Department will contact only candidates selected from the documentation screening.