



# REPUBLIC OF LIBERIA

## LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road  
Monrovia Liberia



### **VACANCY ANNOUNCEMENT: WAREHOUSE MANAGEMENT ASSISTANT**

The Liberia Special Economic Zone Authority (LSEZA) is mandated to promote, regulate, and develop Special Economic Zones (SEZs) in Liberia. SEZs are designated areas with specific economic regulations that differ from or are more favorable than those elsewhere in the country.

Against this background, the Liberia Special Economic Zones Authority (LSEZA) is seeking applications from qualified individuals for the position of **Warehouse Management Assistant** who will be responsible for overseeing all aspects of building functions and guarantees the safety and functionality of all facilities. The Facility Management Assistant is responsible for running routine safety inspections, corresponding with contractors, planning maintenance work, maintaining records, and supervising facilities staff.

#### **DUTIES AND RESPONSIBILITIES**

The Warehouse Management Assistant will be responsible for:

- Ensuring all building facilities adhere to proper safety standards and cleaning procedures
- Maintaining equipment and building provisions to meet health and safety requirements
- Organizing and plan building installments and refurbishments
- Supervising facilities staff and communicate with external contractors and vendors
- Keeping building and all facilities up to code and accurately follow maintenance protocol
- Delegating cleaning and maintenance responsibilities to team members
- Running routine maintenance inspections
- Monitoring interior and exterior areas of building for cleanliness and general conservation
- Preparing and implement project budgets and timeframes
- Complying with all health, safety policies and procedures

#### **QUALIFICATIONS**

- A minimum period of Two (2) years relevant work experience at Middle Management level.
- Bachelor Degree in Accounting, Supply Chain Management, Business Management or related Field
- Proficiency in computer applications.

#### **KNOWLEDGE AND SKILLS**

- Excellent time management and multitasking skills
- Must have a demonstrative ability to initiate, plan and complete long range tasks.
- Excellent organizational and leadership skills.
- Must be able to handle multiple competing priorities and meet deadlines
- Excellent interpersonal skills and ability to work with and build teams.
- Ability to make sound decision using established policies
- Ability to review and manage other's work and ability to work under pressure
- Ability to expedite and effectively manage a large volume of records.
- Possess strong appreciation for team work Ability to communicate effectively both orally and writing.
- Ability to handle sensitive information with discretion.
- Excellent verbal and written communication skills.

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## **HOW TO APPLY**

Complete application package must be submitted no later than April 28th, 2025, at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;
2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be sent via soft or hard copy and addressed to:

**The Manager, Human Resources & Administration  
Liberia Special Economic Zones Authority  
VP Road, Old Road  
Monrovia, Liberia**

**Or by Email: [hr@liberiaseza.gov.lr](mailto:hr@liberiaseza.gov.lr) with the job title as Subject**