



## **Job Description - Quartermaster**

### **Description**

The Quartermaster is a non-medical position, coordinating the movement of medical and other supplies from Canada to our mission destination and back again. The Quartermaster will also assist the mission team or individuals to obtain supplies or personal items in the host country.

### **Responsibilities**

- Complete and manage the paperwork required to facilitate the transport of mission supplies through various countries and back into Canada again at the end of the mission
- May be required to negotiate with airline and customs agents
- Ensure that they all supplies arrive at their required destination
- Assist with set up and take down of the supplies on location, as directed by the Head Nurse and Head Anesthesiologist
- Be able to shop locally and procure any required services or materials

### **Qualifications**

- Must be in good physical health and be able to lift and manage a large number of boxes and medical equipment weighing about 50 pounds each
- Be able to negotiate with airline agents, various customs agents and local shopkeepers often with the assistance of an interpreter
- Must be able to perform in a team oriented environment
- Must maintain good records of expenses
- Maintain a quantity of cash on hand to meet daily needs

## **Pre-embarkment**

- Attend team meetings and get to know team members
- Estimate cash requirements for the trip and obtain the appropriate amount in US currency
- Supplies include a notebook, pens and a calculator

## **Apon Arrival**

- Make sure the team understands your role as the “go to” person for their immediate needs in terms of supplies
- Get to know your local interpreter
- Space requirements for this position are minimal as there are no needs to handle supplies on site
- Required to get out and obtain supplies as required in a quick and efficient manner
- A cell phone should be provided

## **The Clinic Begins**

- Make certain that the team has adequate supply of bottled water, some soft drinks and snacks such as oranges, bananas and biscuits
- Maintain communication with the team director and head nurse and be prepared to deal with immediate requests
- Get to know the layout of the city as quickly as possible and the “go to” markets for specific items
- Days are usually 10 – 12 working hours

## **Supplies**

- Day pack
- Good walking shoes
- Cargo pants with lots of pockets
- Sensible clothing
- Sun protection (hat, sunglasses, sunscreen)