

## DUTIES AND RESPONSIBILITIES

- Receive, monitor and deliver inventory as per the supply chain and inventory control process
- Develop and deploy inventory tracking systems that ease the inventory control tasks
- Collaborate with donors and volunteer and provide updates about the daily tasks to store manager
- Document and make reports on every donation that happens in the warehouse to ensure organization and inventory control
- Report to the upper management regarding the inventory and warehouse status
- Oversee backdoor issues such as donations that were left and the upkeep of the dumpster.
- Manage and oversee the schedule and pick-up of donations. Ensure that the truck is maintained and in good working order.
- Monitor the daily warehouse activities and ensure that quality assurance standards are always maintained
- Keep track of daily donations and pick -ups by making a report on them
- Build and foster healthy and long-lasting relationships with the employees and volunteers within the scope of the inventory manager role
- Identify shortages and bottlenecks in the inventory control tasks and resolve the same through continuous improvisations
- Keep track of the latest trends and technology in the warehouse and inventory control spectrum and stay up to date with the same
- Track and meet the KPIs for inventory control that are set by the company
- Manage 1 hourly employee and 4-6 volunteers.

## ORGANIZATIONAL RELATIONSHIPS

- The Inventory Manager reports directly to the Director of Ministry Enterprise.

## JOB REQUIREMENTS

- Three years-experience managing back room inventory in a retail setting, including at least one year training and supervising the work of staff.
- Valid Driver's License and current vehicle insurance
- High school diploma or equivalent
- Three years-experience providing face-to-face customer service and operational oversight in a retail setting or business other than a retail thrift store may be substituted for one year of non-supervisory experience.
- Exceptional people skills.
- Principles and practices of hiring, supervising, training and evaluating staff.
- Understanding of employment laws, staying up to date on changing labor laws and federal, state and local rulings.
- Uses a computer to access, input and retrieve work-related information and to prepare written documents.
- Ability to reconcile daily receipts for accounting purposes, and perform bookkeeping duties.

## HOURS

- 40 hours per week Exempt/Full-time