



## **Inventory Coordinator**

This position requires individual with strong organizational and interpersonal skills.

Hours of position are Monday & Friday 10:00AM – 4:00PM and Wednesday 10AM – 1:00PM with a 30-minute lunch break.

Hourly Rate: \$15.00

Reporting Directly to: Inventory & Contributions Manager

### **General**

- Greet donors and assist with bringing donations into the warehouse – understand importance of GRATITUDE AND KINDNESS
- Complete donation receipts – understand importance of retrieving complete, accurate donor information
- Ensure accurate inventory count of donations daily
- Ensure items for Goodwill and FAB sale that are kept in the boutique are taken to the warehouse
- Recruit and train Donation Intake/Inventory volunteers
- Collect silver/gold jewelry and take to Pawn Shop twice a year
- Lead and manage volunteer groups for Feel Good Fridays and any other designated group volunteer days
- Be aware of inventory at the agency and MCC. Communicate to the designated team member weekly regarding needed items
- Coordinate donation pick up from 3rd party partners that accept donations on our behalf (Leal Boutique and Le Flair Boutique)
- Continually develop innovative ways for donation intake/storage
- Maintain a neat, organized workspace in the warehouse
- Maintain a neat, organized suiting boutique
- Maintain supply of personal care bags- communication to ICM when supplies are running low
- Maintain SOP's for the inventory/donation intake procedures
- Check/answer telephone messages and work e-mails
- Help lead and execute year-end audit inventory process
- Attend staff retreats, outings, meetings, and events as needed

### **Physical Requirements**

- Must be able to lift and maneuver 25 lbs. maximum