



TITLE: Inventory Specialist
EXEMPT STATUS: Non-Exempt
HOURS: Full-Time
DEPARTMENT/PROGRAM: Administration
SUPERVISOR: Finance & Human Resources Manager
POSITION SUMMARY: The Inventory Specialist is responsible for coordinating and maintaining an accurate inventory of warehouse product using CERES and have an understanding of how product moves in and out of warehouse. Responsible for critical record keeping and documentation of receipts, donations, invoices and inventory reports. Prepares and submits Quarterly Pulse Reports (QPR) and Network Activity Reports (NAR) reports.

QUALIFICATIONS:

1. 2 years of experience with entering, tracking and reporting of inventory.
2. Have strong relational and administrative skills with a proven ability to work well with teams and independently.
3. Computer skills a must. Use of Excel and PowerPoint essential.
4. Excellent verbal, written and communication skills.
5. Pass agency paid criminal justice screening including fingerprints, if required.
6. Pass organization paid health screening and/or drug testing, if required.
7. Valid California driver's license.
8. Proof of auto insurance coverage.

REQUIREMENTS:

1. Represent the organization in a professional and competent manner.
2. Advocate for the best interests of the organization and all those SHFB serves.
3. Establish and maintain effective working relationships with the general public, co-workers, clients, supervisors and members of diverse cultural and linguistic backgrounds regardless of race, color, creed, religion, gender, sexual orientation, gender identity or expression, national origin, age, ancestry, political affiliation, citizenship, disability, medical conditions, marital status, amnesty and military or veteran status.
4. Will promote and support a culturally and linguistically diverse workforce and be responsive to the population within our service area.
5. Maintain confidentiality and confidential information in accordance with legal standards and/or organization regulations.
6. Participate in assigned scheduled organization meetings, in-service trainings, conferences, and other trainings as determined by the supervisor. This includes serving as an organization representative at assigned community meetings.

Formerly Second Harvest Food Bank of San Joaquin and Stanislaus Counties



7. Observance of assigned working hours and program appointments by demonstrating promptness and thorough preparation.
8. Performance of assigned duties with a positive attitude and in the spirit of teamwork, collaboration, and cooperation.
9. Communicate effectively both orally and in writing.
10. Perform job duties in a safe manner to ensure a safe working environment for oneself and others.
11. Preparation of assigned reports, work records, statistical data, job performance evaluations, work plans, etc. in a timely manner.

DUTIES:

1. Utilizes the Inventory Control System (Ceres) to input and maintain an accurate and current report of inventory daily.
2. Communicates with Director of Operations, warehouse supervisors, and other appropriate department management regarding any variances or problems with inventory.
3. Ensures all necessary paperwork, including donation receipts, invoices, and inventory reports are completed accurately and in a timely manner per Second Harvest Food Bank and Feeding America guidelines.
4. Prepares weekly and monthly reports for management and Board of Directors.
5. Perform other duties as assigned.