

## *Faith In Practice – Inventory Positions June 2017*

### **Job Description**

**Job Title:** Inventory Assistant  
**Reports To:** Inventory Director

#### **Job Summary:**

The Inventory Assistant is responsible for providing support to volunteer medical teams through inventory management in the Houston warehouse, and through procurement and logistics analysis.

**Requirements Summary:** The Inventory Assistant must be able to work in multiple environments (warehouse and office), Must be able to successfully manage multiple tasks simultaneously. Bachelor's degree required, plus 1-2 years of related experience. Must use SalesForce to process orders of medical supplies and equipment and TopShelf to maintain correct inventory levels of supplies. Fluency in Spanish a plus.

**Physical Requirements:** The Inventory Assistant must be able to lift 50 pounds. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

#### **Inventory and Customs**

- Supports Inventory Director in the preparation of the container 5-6 times a year, including both administrative support and packing and logistics in the warehouse.
- Organize, pack, label and prepare items for shipment to Guatemala via container or in trunks with volunteers or staff.
- Tracks in-kind donations and generates in-kind thank-you letters.
- Fields general calls from potential donors and coordinates receipt of in-kind donations.
- Supports Inventory Director in ordering and shipping of medications, supplies, and equipment.
- Performs routine cycle counts of inventory.
- Maintains inventory documentation of supplies, medications, and equipment in transit and coordinates with staff in Houston and Guatemala.

#### **Procurement and Pricing**

- Assists in procurement and quoting of medical equipment and supplies.
- Assists in order management of pharmaceutical and medical disposables.

#### **Communications and Administration**

- Liaises with Guatemala Staff in Spanish on a variety of matters, including but not limited to customs and teams logistics.
- Answer phones.
- Other duties as assigned.