

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.
- Assists in tracking and acknowledgement of in-kind donations.

Communications and Administration

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