

WAREHOUSE COORDINATOR

Position Overview

The Warehouse Coordinator is responsible for the overall organization of the warehouse, supplies and inventory controls needed to maintain efficient support to the Program Director and client program.

Organization Relationship

The Warehouse Coordinator Reports to the Program Director.

Essential Job Responsibilities:

- Create a warm and welcoming environment for those entering Sharing Connections.
- Work with program volunteers, warehouse volunteers and staff to create a safe and clean environment to properly service guests, providing assistance when necessary.
- Load/unload all third party donations/inventory following proper safety precautions.
- Work with Program Director on special pickups (i.e. beds, hotel furniture pickups, etc.) to supplement inventory levels.
- Work with Program Director on special pickups/deliveries by third parties.
- Alert the Program Director of any problems, taking pictures if necessary.
- This role is responsible in making sure all items are vacuumed, inspected, sprayed and tagged prior to making them available for clients.
- Pull and stage furniture/items to fulfill needs of guests/program staff.
- Maintain up-to-date inventory counts for daily guest transactions; this includes a manual year-end inventory count.
- Maintain neat and orderly warehouse areas including but not limited to proper health precautions for COVID-19, empty garbage, and sweep/mop necessary common areas.
- Advise Program Director of equipment/truck problems or preventive maintenance needed and provide solutions via maintenance scheduling/follow through, etc.
- Monitor general warehouse supplies and requisition replacements (with approval).
- Work direct with additional warehouse furniture crew to maintain daily operations.
- Perform various duties that are essential to the operation of Sharing Connections as requested by the Program Director and CEO.

Knowledge, Skills, and Abilities:

Excellent interpersonal skills

Strong problem solving skills.

Self-motivated, self-starter with excellent organizational skills.

Ability to multi-task

Available to work part time M-F to 25hours a week with occasional evenings and weekends