



MINISTRY DESCRIPTION

Title: PART-TIME Inventory/Distribution Assistant
Department: Supply Chain
Reports to: Distribution Director

Schedule: Regular, Part-time
FLSA: Non-exempt

Ministry Function:

The Inventory/Distribution Assistant supports the ministry of Convoy of Hope by providing support to the Inventory and Distribution functions in the Supply Chain department.

Essential Duties and Responsibilities:

1. Maintain tracking for all Bill of Ladings for inbound and outbound shipments.
2. Complete donation and receipt letters for all inbound and outbound shipments.
3. Researching and compiling data for all new Partner Agency Applications.
4. Assist with returning partner calls, product requests, and information requests from approved partners and Convoy of Hope programs.
5. Complete random cycle counts within the warehouse to check inventory accuracy.
6. Assist with reporting needs directly related to Inventory and Distribution.
7. Secondary point of contact for Distribution and Inventory (to include both receipts and sales orders).
8. Other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required.
2. 2+ years administrative experience.
3. Strong computer skills, including, but not limited to Microsoft Outlook, Word, PowerPoint and Excel.
4. Strong organizational skills and ability to handle concurrent, multiple job tasks.
5. Excellent interpersonal communication and relational skills.
6. Excellent written and verbal communication skills.
7. Experience working with confidential material.
8. Ability to demonstrate good judgment.
9. Ability to be flexible, and respond to rapidly changing priorities.
10. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities: No direct supervisory responsibilities. May occasionally supervise volunteers, interns or temporary staff.