



## MINISTRY DESCRIPTION

**Title:** Inventory Manager  
**Department:** Supply Chain  
**Reports to:** Inventory Management Director

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### **Ministry Function:**

The Inventory Manager supports the ministry of Convoy of Hope by working alongside the Inventory Management Director to manage inventory integrity, GIK and audit reporting, donor files, and audit compliance.

### **Essential Duties and Responsibilities:**

#### *Description*

1. Manage all donor related files and reporting: including donation receipts, Form 8283 collection and retention, and 990 information.
2. Lead and execute random cycle counts within the warehouse to maintain inventory accuracy.
3. Provide GIK donor/inventory reports as requested as defined by the Inventory Management Director.
4. Maintain the digital files for all inventory valuation documentation.
5. Oversee receipt process to verify all documentation for a complete donation is collected and verified.
6. Lead and oversee teams during random audits and the annual physical inventory audit.
7. Secondary point of contact for Inventory Management Director.
8. Other duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

1. Bachelor's degree in business or a related field preferred; High School diploma or equivalent required.
2. Experience in management/creation of processes and inventory.
3. Must be highly proficient in Microsoft Excel and Microsoft Word. Experience with a warehouse management system is a plus.
4. Must be able to demonstrate the ability to make sound, independent decisions.
5. Strong organizational skills and ability to handle concurrent, multiple job tasks.
6. Excellent interpersonal communication and relational skills.
7. Excellent written and verbal communication skills.
8. Experience working with confidential material.
9. Ability to demonstrate good judgment.
10. Ability to be flexible, work overtime and respond to rapidly changing priorities.
11. 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.
12. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
13. 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:**

This position has no direct supervisory responsibilities, but on occasion will supervise volunteers, interns, or temporary staff.

Last Revised: 7/5/11