



MINISTRY DESCRIPTION

Title: Inventory Coordinator

Schedule: Regular, Full-time

Division: Operations

FLSA: Exempt

Working Group: Supply Chain

Reports to: Inventory Management Director

Ministry Function: The Inventory Coordinator supports the ministry of Convoy of Hope by providing assistance with all aspects of the Inventory team including: database maintenance, donor files, electronic file maintenance, and audit compliance.

Essential Duties and Responsibilities:

1. Manage all donor related files and reporting: including donation receipts, Form 8283 collection and retention, and 990 information.
2. Scans all Receiving Packets to digital files.
3. Maintains donor files for all receiving transactions.
4. Tracks outstanding direct-ship loads for documentation and receipt.
5. Creates and maintains new databases for future reporting needs.
6. Assist teams during random internal audits and the annual physical inventory audit.
7. Assists with research for inventory valuations.
8. Lead and execute random cycle counts within the warehouse to maintain inventory accuracy.
9. Other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred, High School diploma or equivalent required.
2. Experience in inventory transactions and/or business.
3. Must be highly proficient in Microsoft Excel and Word.
4. Strong organizational skills for handling several projects at one time.
5. Must be detail-oriented with the ability to follow through without direct supervision.
6. Excellent written and verbal communication skills.
7. Experience in working with confidential material.
8. Ability to be flexible, work overtime, and respond to rapidly changing priorities.
9. 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.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
11. 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.