

## Inventory/Warehouse (Logistics) Manager - Job Description

*Christ In Action*

The Inventory/Warehouse (Logistics) Manager shall report to the Director of Operations, working alongside and in coordination with Executive staff to arrange priorities, disseminate/execute inventory tasks, and work within budgets, ensuring the vision and mission of the ministry is upheld in the highest regard. The Inventory/Warehouse (Logistics) Manager may oversee a team of staff/volunteers to maintain CIA's inventory and warehouse.

Possess spiritual, emotional and behavioral maturity, reflected in the following areas:

- Servant's heart and desire to please God
- Ability to develop and follow procedures and work well with others as part of a team
- Leadership skills to motivate and effectively engage a combination of staff and volunteers
- Ability to delegate, communicate effectively and give clear instructions
- Ability to be flexible and think on-the-fly in high-stress environments
- Ability to keep, organize and maintain large amounts of information
- Able to maintain a healthy balance of ministry and family life

### **Experience and Education**

The Inventory/Warehouse Manager position requires:

- Six years minimum experience in a logistics or related field
- Basic general computer knowledge, with a trainable mind and teachable spirit
- Thorough knowledge of industry-standard inventory procedures
- Basic knowledge of spreadsheets
- Forklift and safety certification

### **Inventory/Warehouse Manager Responsibilities**

The Inventory/Warehouse Manager shall be responsible for:

- Knowledge of all inventory and equipment across the breadth of the ministry: fixed assets (vehicles, trailers, equipment over \$1000), inventory items (non-consumable), and supplies (consumable).
- Making recommendations for improvements, savings and efficiencies relating to equipment and inventory (procedures, procurement, roles & responsibilities).
- Complete (or delegate) inventory/warehouse tasks, taking into account priorities as coordinated with other staff.
- Oversee and coordinate tracking of gifts-in-kind with bookkeeper and CPA.
- Providing accurate and timely reports for leadership
- Administrative role of maintaining equipment purchase, manual and maintenance records.
- Other responsibilities as assigned