



Inventory Coordinator

Title:	Inventory & Logistics Coordinator
Reports to:	Senior Inventory and Logistics Coordinator
Classification:	Part-Time, Non-Exempt
Hours/Week:	Up to 29 hours per week

JOB DESCRIPTION

Summary/Objective:

The Inventory Coordinator will join the Programs team to help fulfill customers' needs for internal and external product orders, NBCF Shop orders, HOPE Kits, and prepare for packing events. HOPE Kits are a tangible expression of hope, providing comfort and encouragement to women undergoing breast cancer treatment. HOPE Kit packing events are hands-on experiences for NBCF volunteers and donors to show their support and make a difference by assembling and arranging all inventory contents of the HOPE Kits prior to shipment.

Essential Functions:

- Manages HOPE Kit wait list with compassion and efficiency by exporting and creating shipping labels for HOPE Kit packing parties
- Assists in packing and shipping HOPE Kits within existing HOPE Kit shipping processes and procedures
- Assists in maintaining inventory counts for all products with excellence and high attention to detail, and assists with large shipments with outside vendors
- Prepares for packing events by coordinating with Senior Inventory & Logistics Coordinator, to prepare necessary collateral, shipping labels, and problem-solving as needed
- Ensures high levels of customer satisfaction through excellent and attentive customer service
- Maintains a positive relationship with shipping vendor(s) to secure timely operations of HOPE Kits and oversees shipping process from start to finish
- Monitors shipping cost regularly to ensure there is no unexpected influx
- Assists with HOPE Kit data entry
- Assists in fulfilling NBCF Shop orders including (internal/external) as requested and distributes order requests in a timely, organized way
- Assists in preparing for volunteers to help with tasks
- Reaches out to companies to inquire about gift in kind for HOPE Kits
- Counts GIK donations and completes necessary forms for documentation for Accounting

Competencies Required:

Competency	Description
Communication	Skilled at communicating up, down, sideways, all around...expresses oneself clearly with written, oral, and interpersonal communication.
Problem Solving	Uses logic, with the end result in mind, to tackle a problem swiftly and come up with a plan to solve it.
Initiative	Identifies what needs to be done before being asked or before the situation requires it.

Competency	Description
Results Oriented	Sets challenging goals, understands what resources need to be involved to achieve results, and meets or exceeds goals.
Team Player	Offers support for others' ideas and proposals; seeks opportunities to serve and jump in when needed; gives honest and constructive feedback.
Job Skill	Demonstrates depth of a knowledge and skill in a technical area related to their job.

Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- 2+ years of related merchandising, inventory management or supply chain experience preferred
- Driven self-starter who takes initiative
- Strong written and verbal communication skills
- Proficient in Microsoft Excel
- Commitment to excellence and high standards
- Detail-oriented, with strong organizational, problem-solving, and analytical skills
- Ability to manage time, priorities, and workflow
- Demonstrated ability to plan and organize projects, and meet deadlines
- Good judgement with the ability to make timely and sound decisions
- Non-profit experience, volunteering, or strong community involvement a plus

Physical Demands and Work Environment:

- Continually required to stand, walk, and sit
- Continually required to utilize hand and finger dexterity
- Continually required to talk or hear
- Continually utilize visual awareness to operate equipment, read technical information, and/or use a keyboard
- Continually required to lift or carry items up to 25+ pounds
- Continually required to push up to 50 pounds
- Occasionally work near moving mechanical parts

Application Instructions: Please submit your resume (with cover letter) to HR@nbcf.org . We are excited for you to tell us why you'd like to join our team!