

Title: Inventory Movement Coordinator

Position Summary: Foodshare has a great opportunity for an **Inventory Movement Coordinator** in our Bloomfield location. The *Inventory Movement Coordinator* is responsible for using a computerized inventory system to invoice outgoing food orders and deliveries as well as input incoming product. The qualified candidate will monitor product aging and inventory and work across departments in order to increase food distribution to partner programs and decrease waste. The Coordinator will also ensure inventory is ranked using the SWAP nutritional rating system and assist in general warehouse operations as needed. This position reports to the Warehouse and Facilities Manager.

Responsibilities:

Invoice all outgoing orders and deliveries.

- Schedule all partner program requests for order deliveries or pick-ups.
- Perform agency check-out on a regular schedule, including producing invoices for all product distributed.
- Provide excellent customer service to Foodshare's partner programs.
- Enforce product restrictions and agency shopping rules and notify supervisor immediately of any concerns related to partner program pick-up frequency or patterns.
- Work in cooperation with the Finance Team and follow established procedures related to the accounts receivable process.

Ensure inventory products receive nutritional ratings.

- Rank all incoming products using SWAP classification information.
- Work to improve percentage of products that are ranked.

Monitor inventory to improve through-put and reduce product waste.

- Identify slow or non-moving products and work to match with appropriate partner programs.
- Utilize "Meal Connect" or similar system to alert partner programs of product availability.
- Monitor on-line ordering system to ensure product is being presented appropriately.

Enter incoming product into the computerized inventory system.

- Accurately input all incoming product following established procedures.
- Serve as back-up to receipting function and transferring of product to mobiles.

Education and Experience:

- Sufficient reading, writing, and math skills to perform above tasks.
- A minimum of two years of related work experience.

Key Skills:

- Excellent computer skills required. Must be proficient in Microsoft Office, including Word and Excel.
- Experience in inventory warehouse management software, such as Primarius, or other database program required.
- Strong analytical skills.
- Strong attention to detail.
- Excellent customer service skills.
- Ability to work with people from a variety of backgrounds.

Other

This is a full-time hourly position generally working Monday through Friday from 7am to 3:30pm.

To apply please submit a resume and salary requirements to:

HFDhiring-051@foodshare.org

Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.

Foodshare maintains a drug-free workplace.