



## **Inventory Control Specialist**

- Tuesday to Saturday - 40 hours per week
- Medical, Dental, Vision, 403b, FMLA, Long and short term disability, Sick Time and Bereavement Pay, vacation pay, holiday pay, life insurance.
- Pay Range: \$18 to \$21 a hour

## **MISSION**

The mission of the Making A Difference Foundation is to make a difference in the lives of others one person at a time by helping them acquire the most basic human needs: food, housing, encouragement, and opportunity. This position is located at Eloise's Cooking Pot Food Bank.

## **JOB PURPOSE & SUMMARY**

An inventory control specialist **tracks inventory and stock changes**. Your responsibilities include overseeing inventory control, managing deliveries, inspecting inventory, maintaining inventory records, and ordering products. You typically work in a warehouse to track items, parts, and products for a company.

## **RESPONSIBILITIES:**

This position is:

- Responsible for offloading merchandise from delivery vans and trucks
- Position stock in a suitable location
- Responsible for keeping a correct inventory control
- Categorize products in bin by department
- Responsible for labeling merchandise
- Responsible for the daily scanning of merchandise
- Make the adjustment of inventory levels
- Execute all inventory programs of Walmart
- Retrieve products from inventory bins
- Use the handheld scanner to pinpoint items needed on the sales floor
- Responsible for monitoring any areas where merchandise decrease
- Monitor the potential risk to merchandise
- Report identified problems and in-store loss to management
- Take necessary security measures to safeguard security of merchandise and prevent loss
- Maintain safety standards for ensuring safeguard and cleanliness of the store
- Secure merchandise on display
- Ensure security of ladders
- Remove pallets that are empty
- Ensure merchandise are stabilized on risers, features, and on high walls

MADF is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To learn more about MADF, go to [www.themadf.org](http://www.themadf.org)

- Remove cardboards and trash from sales floor
- Keep floor neat, clean, and dry
- Communicate with customers on questions on merchandise and locations of merchandise on the sales floor
- Responsible for retrieval of items from storage
- Stock merchandise accurately on the shelf, racks, bin, and cases
- Ensure regular restocking of merchandise
- Provide assistance regarding product prices and availability
- Ensure accurate and efficient stocking of merchandise in all departments
- Responsible for setting up products display
- Pull merchandise from the riser.

## **JOB QUALIFICATIONS & REQUIREMENTS**

- A reliable and dependable character
- Punctuality
- Ability to complete task in a timely manner
- Arithmetical competence
- Ability to interact with customers and maintain MADF culture
- Ability to speak with, listen to, and give directions
- Prowess in adapting to various parts of the work environment
- Good experience in merchandise safeguarding techniques
- Good written and oral communication skills; and human relation skills
- Expertise in working to instruction
- Expertise in display of products in accordance with Walmart procedures
- Excellent customer service skills
- Maintain valid driver's license and maintain outstanding driving record
- Maintain professional appearance when making deliveries
- Maintain good relationship with our donors
- Ability to lift up 50 lbs. safely.
- Must also have experience in the following areas
  - **Inventory Control**
  - **Forklift Experience**
  - **Microsoft Excel**
  - **Cycle Counting**
  - **Inventory Management**
  - **Accuracy**
  - **Vendor Management**
  - **MS Office**
  - **Shipping and Receiving**

## **MINIMUM QUALIFICATIONS**

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- High school diploma/GED required.
- 2+ years of experience as an inventory specialist or in a similar role.
- Bachelor's degree in business administration, supply chain management, or a similar field preferred.
- Strong analytical thinking and problem-solving skills.
- Proficiency in Microsoft Office and with business application software, purchasing, and resource planning systems.
- Team player with strong organizational skills.
- Good English written and verbal ability a must.

To apply send cover letter to [info@themadfseattle.org](mailto:info@themadfseattle.org).

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