Inventory Associate (PT 20-25 hours/week, non-exempt), rev. February 2021

Organizational Summary: Global Links is a medical relief and development organization dedicated to supporting health improvement initiatives in resource-poor communities and promoting environmental stewardship in the US healthcare system.

We believe everyone has value and deserves to be included equally. We believe everyone is our neighbor and we are dedicated to helping all people live with dignity, independence, mobility and in good health. Global Links is an equal opportunity employer and actively seeks diverse candidates.

Job Summary:
This position reports to the Inventory and Distribution Manager (IDM). Responsibilities include: shelving stock, pulling orders, sorting and packing mixed medical supplies. Requires an energetic candidate who excels in a fast-paced environment.

Duties and Responsibilities:

Inventory processing

- Under direct guidance of IDM, sort and pack incoming medical supply donations including mixed products and case-lots.
- Conduct regular pulls of boxed inventory and equipment for distribution independently or as part of a staff and/or volunteer team
- Shelve and locate boxed inventory
- Maintain organization of boxed supply shelves
- Maintain organization of palletized supply inventory
- Identify and resolve inventory discrepancies independently or quickly escalate to IDM
- Prepare basic clinical and lab equipment following standardized and established packing instructions for distribution by programs
- Assist in quarterly inventory audits, including end of year inventory reporting
- Use pallet jacks, hand trucks and dollies as needed
- Maintain a neat and orderly workplace including keeping tools and supplies organized, sweeping, keeping work aisles clear and safe.
- Utilize proper material handling techniques to ensure safety while performing job duties.
- Other duties as assigned

Required Skills and Abilities:

- Strong understanding of Global Links mission and programs
● High school diploma or equivalent
● Able to read, write and speak basic English
● Attention to detail
● Self-motivated and able to work well in a team environment
● Ability to switch tasks in a fast paced environment
● Ability to lift & move up to 25 lbs repeatedly
● Ability to lift up to 50 pounds occasionally
● Ability to work on feet for extended hours

Preferred Skills and Abilities:
● Inventory management or stocking experience
● Computer literate, familiarity with Google apps and/or Salesforce

Salary:
$14.50 p/hour with a competitive benefits package and generous schedule of paid holidays

To apply:
Send resume and cover letter to info@globallinks.org with “Job Application” in subject line.