



Westside Food Bank is seeking an Inventory Administrator

General Job Description

Are you ready to apply your talent and skills to an innovative organization with a 40-year history and solid financial foundation? Do you want to team up with a close knit group of committed staff who work collaboratively to improve the well-being of local people in need? Westside Food Bank, a non-profit social service organization, is seeking a full-time inventory administrator who will manage our inventory system to a high level of accuracy and develop procedures to ensure effective and efficient food distribution. WSFB distributes over 4 million pounds of food yearly to over 55 social service agencies and has doubled our distribution during the Covid-19 pandemic.

The ideal candidate will have at least 2 years experience in inventory control and using a warehouse management system (WMS). Superb attention to detail, and a commitment to maintaining the integrity and accuracy of WSFB's inventory is required. Candidates must be able to work independently with minimal supervision. Bilingual English/Spanish preferred but not required.

Responsibilities

- Ensure all incoming donations and deliveries are entered into WMS
- Create and photograph new products and edit existing products in WMS
- Schedule deliveries on calendar and assist with receiving product into WMS
- Ensure all outgoing orders are entered into WMS
- Verify accuracy of data entered by other staff
- Monitor stock level of products and arrange for stock transfers between warehouses as needed
- Anticipate and recommend product restocking according to necessity and budget in conjunction with management
- Communicate with vendors about product issues or discrepancies
- Maintain online ordering system in conjunction with warehouse team and provide customer service to agencies having issues with online ordering system
- Verify accuracy of packed orders
- Perform physical counts on inventory and inventory reconciliation on a regular and as –needed basis
- Follow up with and document inventory discrepancies
- Maintain barcode scanning and labeling equipment
- Create reports in WMS as needed or requested by other staff
- Develop procedures and maintain operations manual for inventory control

Qualifications

- 2+ years experience with inventory control and using a warehouse management system
- Food industry experience preferred
- Superb attention to detail and ability to distinguish between similar products
- Must be able to communicate effectively both verbally and in writing
- Familiarity with Slack or other communication tools
- Familiarity with Google Calendar and other GSuite tools
- Basic photo editing skills a plus
- Strong arithmetic skills
- Working knowledge of basic database functions and queries
- Working knowledge of Excel
- Ability to prioritize work based on urgency with minimal supervision
- Ability to manage scheduling for both incoming deliveries and for outgoing orders.
- Bilingual English/Spanish a plus

Compensation & Benefits

- This is a full-time, non-exempt position at 40 hours per week with salary of \$26/hr
- Generous benefits package including medical, dental, FSA, PTO & 401k match

How to Apply

Send a cover letter and resume including references to employment@wsfb.org

We will review applications beginning in early August and will contact prospective candidates directly, please no calls.

Westside Food Bank is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law