



**Westside Food Bank is seeking an
Inventory Administrator
Full Time/Hourly**

General Job Description

- Are you organized, detail-oriented, and computer savvy?
- Are you ready to apply your talent and skills to an innovative organization with a 44-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 5 million pounds of food yearly to over 55 social service agencies and is expanding services with the increase in local need. The Inventory Administrator is part of the operations team and will report to the Director of Logistics and Warehousing.

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

- Create prereceipts in WMS for anticipated deliveries
- Ensure all incoming donations and deliveries are entered into WMS
- Scan bills of lading and upload them to document management systems
- Create and photograph new products and edit existing products in WMS
- Assist with receiving product into WMS when other warehouse staff are unavailable
- Ensure all outgoing orders are entered into WMS and signed by agency representatives
- 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

- Confirm stock transfers between warehouses
- Transform product in WMS as needed for volunteer projects
- 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
- Manage agency pickup schedule
- Perform physical counts on inventory and inventory reconciliation on a regular and as – needed basis
- Answer warehouse calls and direct callers to the appropriate staff person
- Conduct TEFAP inventory counts for mobile distributions
- Follow up with and document inventory discrepancies
- Maintain barcode scanning and labeling equipment
- Develop procedures and maintain operations manual for inventory control with assistance from operations team

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.
- Valid driver's license and clean driving record a plus
- Bilingual English/Spanish a plus

Compensation & Benefits

- This is a full-time, non-exempt position at 40 hours per week with salary of \$30-32/hr
- Position is onsite at Westside Food Bank's office with a work schedule of Monday through Friday, 9am to 5pm. Some flexibility is available for start/end times. This is not a remote or hybrid position.
- Occasional evenings and weekends (up to 10 per year) may be required

- Mileage will be reimbursed for travel
- Generous benefits package:
 - Medical (Kaiser HMO): Premiums fully covered by WSFB for the employee. Dependent coverage is available, employee pays 2% of their wages for coverage and WSFB pays the rest.
 - Dental (Delta Dental PPO): Premiums fully covered by WSFB for the employee. Dependent coverage is available at 25% of the premium cost.
 - 4% Safe Harbor 401k Match with immediate vesting
 - Paid time off: 12 sick days per year, 10 holidays plus winter holiday closure, 10 vacation days in the first year of employment (increases per year, up to a maximum of 25 days at the seventh year of employment)
 - Pre-tax Flexible Spending Account (FSA) available, with employer contribution to medical
 - Life, AD&D and Long-Term Disability Insurance, paid for by WSFB
 - Professional development opportunities, paid for by WSFB

How to Apply

Send resume to jobs+ia@wsfb.org

We will review applications starting on Tuesday, January 20th, 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