



Warehouse Operations Associate

Full Time - Hourly Pay

Overview

As a Warehouse Operations Associate at Global Samaritan Resources, you will be responsible for receiving a wide variety of donated goods, efficiently storing them, and effectively distributing or shipping them to other destinations. Ultimately, you will ensure our warehouse operation is smooth-running and responsive to the needs of our partners.

Responsibilities

- Maintain and manage the warehouse in compliance with Global Samaritan Resources' mission, vision, and policies
- Receiving, warehousing, load building, distribution, and warehouse maintenance operations. Distribution includes loading shipping containers and trucks and using Global Samaritan vehicles for local pick-up and deliveries
- Organize, train and supervise volunteers as needed
- Oversee warehouse maintenance and the proper maintenance and operation of associated equipment, vehicles and trailers
- Maintain the physical layout of the warehouse ensuring efficient space utilization, and compliance with fire and life safety standards
- Maintain standards of public health, safety and security
- Maintain inventory control and reconcile with data storage system on a monthly basis
- Work with Logistics Director to prepare annual budget for warehouse related expenses
- Produce reports and statistics in cooperation with the Director of Logistics
- Receive feedback and monitor the quality of services provided
- Other duties as assigned

Requirements

- Comprehensive understanding of the Global Samaritan Resources mission
- Physical ability to lift 50 lbs. repeatedly; stand, bend, stoop, and walk long distances repeatedly; climb ladders and stairs repeatedly; work in all types of conditions (heat, cold, rain, etc.)
- Ability to maintain a flexible schedule, not to exceed 36 hours per week
- Effectively work as a member of a small dynamic team, reconciling disagreements and giving and receiving constructive feedback in a courteous manner

Desired Skills

- Previous warehouse experience, preferably with inventory management process
- Forklift experience

Supervision

You will work in concert with, and report directly to, the Director of Logistics. You will be responsible for working with, and supervising, part-time staff and volunteers who are assisting with warehouse operations.