

Warehouse Operations Associate

Part Time - Hourly Pay

As a Warehouse Operations Associate at Global Samaritan Resources, you will be responsible for receiving a wide variety of donated goods, efficiently sorting, storing, 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
- Work with 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 20 hours per week. Work hours would be M-F 8:00 to Noon.
- 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 volunteers and other staff who are assisting with warehouse operations.