



## Inventory Specialist Job Description

MedWish International is a not-for-profit organization that saves lives and the environment by repurposing discarded medical supplies and equipment, while providing humanitarian aid to individuals and organizations that administer care to people in need, regardless of religious or political affiliation. Please visit [www.MedWish.org](http://www.MedWish.org) to learn more.

### POSITION

Reporting to the Director of Operations, the Inventory Specialist will oversee MedWish's inventory system and assist the operations coordinators with the preparation of humanitarian aid shipments. This includes accurately inputting data on boxed inventory and durable medical equipment into MedWish's inventory system, properly storing processed items, analyzing MedWish's system and processes regarding inventory to identify areas for improvement, pulling items from inventory to be included in shipments, and assisting with other projects related to aid shipments as directed by the operations coordinators.

**CORE RESPONSIBILITIES AND TASKS:** (The following are not designed to contain or be interpreted as an exhaustive list of all duties, or responsibilities required of employees assigned to this job. Management retains the discretion to add to or change the duties of this position at any time.)

### INVENTORY

- Perform a quality control check on prepared bulk boxes and durable medical equipment before data input and physical shelving.
- Enter inventory assets into the inventory system both from the boxed items prepared through the bulking process and upon arrival for durable medical equipment.
- Remove inventory assets from the system and the physical inventory area when needed for shipments or when expired.
- Physically store and move inventory in designated inventory areas.
- Work to improve the efficiency and organization of the storage process.
- Maintain a safe working environment in the inventory areas by cleaning up loose boxes, storing equipment in an efficient and intentional manner, and properly shelving items.
- Assist with the clearing up of any questions and analyzing any discrepancies in generated inventory reports.
- Interface with the inventory software team when matters arise regarding the inventory system.
- Identify areas for improvement in the inventory process and supply chain flow of equipment and supplies.
- Assist with the annual inventory audit.
- Verify inventory computations and accuracy by comparing them to physical counts of stock. Investigate discrepancies and adjust errors as needed.
- Complete end of month inventory reporting worksheets.
- Modify asset value as needed through fair market value verification process.

### HUMANITARIAN AID PROGRAM

- Pull requested items for shipments and assist with the preparation of shipments for both local and international humanitarian aid distribution.
- Assist with the packing of containers and pallets for shipments.
- Communicate and work with biomed volunteers in the tracking of biomed equipment.

- Maintain Denton project inventory tracker.

## **SORTING**

- Sort donated medical supplies and equipment as requested, or when inventory needs are up-to-date and when the needs of the Humanitarian Aid Program have been completed.

## **GENERAL**

- Assist with donation drop offs, mission critical projects, special events, the inventory audit, and other organizational needs.
- Assist with volunteer sorting.
- Maintain a clean warehouse and assist with facility maintenance and cleaning needs as requested.
- Exhibit conduct that reflects MedWish's core values.
- Conduct the monthly Safety Audit at least once per year.
- Follow MedWish's health and safety protocols and standards, and promote a safe and productive work environment for all staff, volunteers, and visitors.

## **REQUIREMENTS**

- Strong computer skills (Microsoft Excel, data entry, and online research)
- At least three years of computer work experience
- Experience with data entry and inventory software preferred
- Willingness and ability to pay attention to detail
- Precision and strict adherence to procedures
- Wear flat, closed toe shoes
- Must be able to sit, stand, and see on a constant basis
- Must be able to bend, carry, reach, push, and pull on an frequent basis
- Ability to lift 50 pounds
- Ability to work on your feet for an extended amount of time (4-5 hours per day)
- Ability to be seated and working at a computer for an extended amount of time (4-5 hours per day)
- Ability to climb and safely use ladders and mobile staircases
- Ability to succeed in a fast-paced, non-traditional work environment
- Ability to work in a dusty and potentially hot or cold warehouse environment
- Must pass a criminal background check and drug screen
- Minimum of High School Diploma or GED

**JOB TYPE:** Hourly, Non-Exempt

**SCHEDULE:** 36 hours per week | Tuesday – Friday from 8am-5pm | Additional hours may be available/scheduled on occasion for Saturday sorts and special events.

***To apply, please email your resume to [kfoster@medwish.org](mailto:kfoster@medwish.org) and complete the [MedWish online application form](#).***