



## Inventory Coordinator

### **JOB SUMMARY**

Reporting to the Branding Manager and the Director of Programming, the Inventory Coordinator has a primary focus on Inventory Management.

This role is located in the Northern Metro Atlanta and also requires remote-working. Applicants must have regular and reliable access to the internet, as well as the motivation to dedicate their time to the organization.

### **RESPONSIBILITIES**

Responsibilities include, but are not limited to:

- Assist the Inventory Specialist with the following areas:
  - Management and reconciliation of the current stock of Inventory for the Random Acts organization.
  - Assist in the processing of inventory requests and distribution from the local storage site.
  - Research and procurement of inventory requests.
  - Assist the Compliance Specialist as needed in the creation of standard and consistent policies and procedures

### **DESIRED QUALIFICATIONS AND SKILLS**

This role is located in the Northern Metro Atlanta and also requires remote-working. Applicants must have regular and reliable access to the internet, as well as the motivation to dedicate their time to the organization.

- Must be located in the Northern Metro Atlanta area
- Must be able to lift up to 25 pounds
- Must have a valid U.S. Driver's license
- Must be willing to drive your own vehicle from your home, to the inventory site, and to a local postal office/UPS Office.
- Must be able to walk up and down at least 2 flights of stairs.
- Able to manage tasks to complete within a budget and strict deadline
- Excellent organizational and time management skills
- Ability to handle multiple tasks at once
- Ability to communicate effectively with people
- Must be able to use Google Docs, Sheets, Excel, Word, and learn new applications used by the organization.