

Active Learning

Warehouse/Inventory Manager (WIM)

Compensation: \$41,000-55,000 per year

Benefits: Medical, Dental, Vision

Hours: 30-40 hours per week



ACTIVE LEARNING

SUMMARY

Active Learning Warehouse/Inventory Manager is responsible for the smooth operation of a warehouse facility, working closely with the administrative staff and providing exceptional support to the teachers utilizing the materials and supplies. The Warehouse/Inventory Manager, will oversee the efficient receipt, storage, and dispatch of a wide range of products. WIM will ensure the smooth operation of warehouse activities to maximize efficiency and minimize costs while maintaining high standards of inventory accuracy and safety. WIM responsibilities will include managing inventory levels, coordinating logistics, optimizing storage space, and implementing inventory control procedures. WIM will play a key role in meeting instructor supplies requests, and contributing to the overall success of the organization through effective warehouse management.

ESSENTIAL FUNCTIONS

- Inventory: Managing inventory levels, quality standards, and stock optimization
 - Label part #s or products.
 - Keep track of inventory and report any discrepancies
 - Receive and process warehouse stock products.
 - Perform inventory controls and keep quality standards high for audits.
 - Products include items such as: *Active Learning T-shirts and Sweatshirts, Costumes, Props, Stereos, PE equipment, Prizes, School Supplies, Art Supplies, Printing Products*
- Distributing: Coordinating pickup, deliveries, and order fulfillment
 - Assist in the loading and unloading of trucks.
 - Prepare and complete orders for delivery or pickup according to schedule.
 - Deliver printed items or prepare for pick up.
- Records: Keeping detailed records of warehouse activities, including incoming and outgoing materials
 - Maintain materials used log and ensure the right materials are distributed and recollected.
- Storage and Safety: Utilizing warehouse space to maximize efficiency and safety
 - Ensuring goods are stored safely and securely.
 - Maintain a safe work environment for staff and materials.
 - Efficiently utilize warehouse space and resources.
- Equipment: Inspecting, maintaining, and managing warehouse supplies.
 - Operate and maintain warehouse supplies..
- Compliance: Adhering to company policies, vision, and procedures
 - Follow quality service standards and comply with procedures, rules, and regulations.
- Perform other duties as assigned by the Executive Director and Program Manager.

KNOWLEDGE, SKILLS, ABILITIES AND REQUIREMENTS

- A good knowledge of safety principles and practices.
- Ability to speak clearly and effectively in public
- Ability to deal tactfully and effectively with employees, school administrators and students.
- Ability to maintain operating records and to prepare reports and recommendations.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to work collaboratively with ED, Program Manager, Department Heads and teaching artists.
- Computer proficiency in Google Suite, as well as software applications relevant to area of responsibility.
- Excellent time management skills and ability to prioritize work.
- Ability to be flexible and adapt as needed between in-person work environments.
- Must possess a valid CA Driver's License and Up to date Car Insurance.
- Self-directed and able to work independently
- Excellent multitasking and organizational skills

- Strong written and verbal communication skills
- Physical strength to lift, stamina and the ability to walk or stand for long periods of time
- Must pass a background check.
- TB test clearance to be renewed every 4 years.