



Warehouse Coordinator

Job Description

As an integral part of the organization, the Warehouse Coordinator is responsible for the successful warehousing and inventory management related to the Basically Babies Layette Program, according to the strategic direction set by the Executive Director, President, and the Board of Directors.

Roles and Responsibilities

The Warehouse Coordinator reports directly to the Executive Director. Specific responsibilities of the Warehouse Coordinator include, but are not limited to, the following:

Team Work & Communication

- Embrace, support, and promote the vision and strategic plan of the organization
- Provide regular updates to the Executive Director and members of the Management Team regarding warehouse activities
- Effectively communicate with management, co-workers and volunteers
- Use and promote technology to aid communication and operations
- Prepare monthly status reports detailing all tasks and activities accomplished, in-progress and anticipated in the next month in addition to any problems or issues

Warehouse Coordination

- Coordinate warehousing and inventory components of the organization
- Ensure warehouse is organized, presentable, and safe at all times
- Organize the timing, quantity, and spacing of donations into warehouse
- Monitor warehouse space and quantities of give-away, mending, and/or stain boxes in a 'green' and resourceful manner
- Develop systems to maintain warehouse consistency
- Study warehousing and inventory management industry issues and trends

Inventory Coordination

- Assess quality and nature of donations used as inventory
- Use donated items in a creative and resourceful manner
- Monitor inventory tracking system accuracy
- Utilize monthly inventory reporting to anticipate layette supply needs
- Understand inventory levels and work with Executive Director to help generate sufficient levels of layette supplies
- Coordinate the year-end inventory count
- Continually assess inventory systems to identify issues and opportunities for improvement

Volunteer Coordination and Management

- Manage Basically Babies warehousing and inventory related volunteers
- Ensure volunteer levels match work load
- Orient, develop, and train new and existing volunteers through daily shadowing and participation in semi-annual volunteer training sessions
- Identify, prepare, and coordinate daily, work night, and group volunteer tasks
- Coach and mentor volunteers as appropriate to improve performance and commitment
- Work with Executive Director to ensure the volunteer experience is meaningful and fun

Education and Experience

The individual in the position of Warehouse Coordinator is a team player who is experienced, knowledgeable, and educated in the field of warehousing and inventory management. This individual is a strong communicator with excellent oral and written communication skills, and is able to manage his/her time and work effectively.

The Warehouse Coordinator is a person of honesty and integrity who understands the compassionate nature of the charitable work of Basically Babies. The Warehouse Coordinator also possesses strong relationship-building skills, organizational skills, and the ability to oversee volunteers.

Mandatory Requirements:

- 2-3 years of demonstrated warehousing or inventory management
- Previous experience leading, managing, and training volunteers
- Demonstrated history of charitable/volunteer work

Desirable Requirements:

- Degree/diploma in warehousing, inventory management, retail, or related field
- Production experience
- Sufficient, relevant computer skills: Microsoft Office tools (Outlook, Word, Excel)

Work Hours/Office Time/Timesheets

The Warehouse Manager will commence as a part-time position (18 hours/week) with work expected between the hours of 8:30 a.m. – 2:30 p.m. on Monday, Tuesday, and Wednesday. Monthly weeknight or weekend commitments expected.

Timesheets with detailed descriptions of tasks and activities and time recorded against them will be kept on a monthly basis. Timesheets will be signed and submitted on a monthly basis.

Salary/Vacation

The hourly salary will be based on experience and paid monthly based on the hours described above. Salary will be paid on the last day of each month and will be subject to all payroll deductions as specified by both Federal and Provincial governments.

Vacation time will commence at 2 weeks/year and will be scheduled in agreement between members of the Management Team to ensure coverage of all office tasks and activities during vacation times.

Performance Reviews

The first three months of the Warehouse Coordinator position will be on a probationary basis as per normal new employee situations. At the end of three months a performance review will be completed by the Executive Director. These two documents will combine to provide a basis for any adjustments for the following time period or for a contract extension. Further to this, performance reviews will be completed annually or as required.

It is expected that the relationship will be conducted with open communication and integrity and that any ideas, issues, or concerns will be directed by each party to the other as they arise.