



Supply Chain Assistant Job Posting March 2020

Position Summary

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing, and equipment.

WestSide Baby (WSB) is seeking a Supply Chain Assistant to coordinate the flow of donations and support the processing, organization and inventorying of basic needs items in a way that efficiently supports the day-to-day work of filling orders for children in need. With an emphasis on driving the WSB van for pick-ups and drop-offs, as well as inventory management, this position's primary objective centers on streamlining donations to support distribution to service providers. We are looking for a responsible and energetic individual, with a clean driving record, who values spatial organization and has a commitment to providing resources to families in need.

This is a 15 hours per week, part-time non-exempt employee position. Hourly wage is \$16 per hour. The schedule is primarily Monday – Friday with a flexible schedule depending on agency need. A minimum availability of one Saturday a month is required throughout the year. This position will report to the Program Donation and Logistics Lead and collaborates closely with other key Program Staff.

Core Responsibilities

Donation Flow and Inventory Logistics (85%)

- Drive company vehicle to perform weekly pick-ups, drop-offs, as well as bulk transport and other errands as needed.
- Acts as liaison to collection site partners and other third-party donors, providing creative solutions, strong customer service and excellent communication skills.
- Maintain the flow of equipment prepping, stocking and ensuring distribution warehouse is well supplied before provider pick-ups.
- Support receivables plan with an emphasis on maximizing physical space to accommodate large scale outgoing/incoming shipments.
- Work with Program Donation and Logistics Lead to assess diaper inventory and organization, and support shifting strategies as diaper trends fluctuate.
- Prepare monthly bulk diaper allocations, as well as other bulk distributions as needed.
- Other projects, as assigned.

Operational and Volunteer Projects Support (15%)

- Support recycled equipment inspection processes, and assist equipment volunteers where needed.
- Greet donors and delivery people at the bulk warehouse.
- Support or co-lead volunteer groups.
- Ensure warehouse and workshop spaces are free of hazards, organized and clean.
- Support the year-end inventory process.

Required Skills and Qualifications

- Outstanding customer service and interpersonal skills. Must maintain a professional and positive working relationship with community partners, vendors, volunteers, donors, and fellow staff and adheres to all guidelines as outlined in the Employee Handbook.
- Strong communication skills, both written and verbal.
- Highly motivated, resourceful, flexible, and possessing a positive attitude and sense of humor.
- Strong organizational skills, with a keen sense of space management and efficiencies.
- Ability to work independently by following policies and procedures, with excellent follow through.
- Ability to work successfully in a dynamic, collaborative, team-oriented organization.
- Regular attendance and punctuality is essential.
- Valid Washington Driver's license with proof of good driving record is required.
- Reliable personal transportation and proof of current personal auto liability insurance is required.
- Must pass criminal background check through the Washington State Patrol.
- Must be able to drive a WestSide Baby owned cargo van. Driver Safety and orientation training will be provided.

Preferred Skills and Qualifications

- Pallet jack experience helpful.
- Willingness to become certified in pallet lift and/or fork lift operations.

Physical Demands

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to perform the essential functions.

- Must be able to physically stock shelves, move goods from one location to another and load and unload products; able to lift 30 lbs. repeatedly; must be able to lift up to 60 lbs. with the use of proper machinery such as a hand truck.
- Must be able to move palletted product around with proper use of a pallet jack.
- Work is primarily performed in a 19.5 ft. cargo van and at pick-up and delivery sites - Employee is subject to traffic hazards and potentially unsafe or difficult driving conditions.
- Work involves standing, walking, stooping, lifting heavy objects, talking, reaching, sitting, bending, kneeling, climbing, grasping, hearing, using hands to handle, feel or operate objects, and reaching with hands and arms.

To Apply

To Apply Submit cover letter or video "cover letter" and resume addressed to Will Owen, Program Donation and Logistics Lead, to employment@westsidebaby.org with Supply Chain Assistant in the subject line. Priority deadline to apply Thursday, March 12, 2020.

Our hiring process involves a 3 step process: 1. Qualified applicants will be contacted for a phone interview; 2. Candidates who advance will be invited for an in-person interview that includes a site tour and 3. Finalists will participate in more casual team interviews. WestSide Baby values diverse perspectives and life experiences. We encourage individuals of all backgrounds to apply including people of color, immigrants, refugees, LGBTQ, women, people with disabilities, and veterans. As an
2/26/2020

organization, we collaborate closely with many different communities around King County and value equity as a priority in our work.